YEARLY STATUS REPORT - 2022-2023

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.	8974387228
• Mobile No:	9436004791
• State/UT	NAGALAND
• Pin Code	797112

2.Institutional status

• Affiliated / Constitution Colleges	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**NAGALAND UNIVERSITY**
• Name of the IQAC Coordinator	**NENGPILHING**
• Phone No.	**+913862296563**
• Alternate phone No.	**9436004791**
• IQAC e-mail address	**iqacimmanuel@gmail.com**
• Alternate e-mail address	**pipivaiphei9@immanuelcollege.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://immanuelcollege.in/wp-content/uploads/2023/11/aqar-2022-1.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/wp-content/uploads/2023/12/ACADEMIC-CALENDAR-2023-24.pdf
5.Accreditation Details	

Cycle	Grade	CGPA	Year of Accreditation		Validity from	Validity to
Cycle 2	B+	2.59	2022		15/02/2022	14/02/2027

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
English Department	Capacity building and personality development	NCW, New Delhi	2023	95,600
History-Political Science Department	Seminar	NCW, New Delhi	2023	1.63,000
Botany	Seminar	Govt. of Nagaland	2023	1,70,000
Education	Seminar	NEZCC	2022	1,88,000

8.Whether composition of IQAC as per latest NAAC guidelines	No
9.No. of IQAC meetings held during the year	10
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	**View File**
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
• If yes, mention the amount	616600

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

Introducing PG programme in Political science
Conducted Faculty Development Program
Timely submission of AQAR
Organized National Seminar on different topics
Regular staff meeting for the overall development of the college

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 organize Annual College Fest	In order to promote talents and develop the personality of the students, the first ever annual college fest
To submit a proposal to NAAC for National Seminar on NEP 2020	Concept note for National Seminar was forwarded to NAAC on the topic
Ensures for Regular maintenance and upkeep of all infrastructural facilities	All classrooms and college buildings and more fans, benches, chairs, etc were provided as per the requirements.
Preparation of Academic Calendar.	Academic Calendar was prepared for the smooth functioning of the College
To sign MoU with different government and private agencies for enhancing skill development	College has signed MoU with different agencies like Emporium, Life Ministry Learning Centre etc to enhance Skill Development
Student Orientation Programme	Orientation programme for the newly admitted students was successfully held for two days. They were informed about the college guidelines, facilities and activities. The Rules of Discipline were also explained.

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

- Name of the statutory body

Name	Date of meeting(s)
Yes	**31/12/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	**21/06/2023**

15.Multidisciplinary / interdisciplinary

Immanuel College is committed to fulfill the educational aspirations of the students by ensuring a conducive learning environment through innovative, instructional methods, effective use of ICT and community engagement.
The college under NEP 2020 follows a multidisciplinary approach to learning by offering a multidisciplinary course in 1st and 3rd Sem where the students of these class studies "Cultural heritage"and "Environmental studies" irrespective of the streams.Students get an opportunity to explore and integrate multiple perspectives from different disciplines and from other departments.

16.Academic bank of credits (ABC):

Since Immanuel College is an affiliated college to Nagaland University, we are waiting for the university's to lay down the procedures of initiating the process.

17.Skill development:

Immanuel College is committed to skill development as it considers a critical component of student's journey towards personal and professional success.The college also makes an effort towards enhancing capacity and skills to enable students to tackle the challenges in a rapidly evolving world.To this,the institution provides various skills development program where a diverse range of capacity building and skill enhancement are conducted.
Some various notable programmes of such are the mushroom cultivation, Herbarium, Leadership and Personality development etc.which are spearheaded by different clubs and departments.The college also collaborates with different NGOs, reputed institutions and agencies to foster an all round development of the students and to help them well equipped in this fast changing world.

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

Immanuel College values Indian culture and traditions and honours it by observing and celebrating all those significant days like Tourism day,Yoga day, Cultural day etc.The promotion of Indian arts, traditions and language is also facilitated through competitions organised such as Quiz,Essay, Poetry on some related Indian context so as to encourage students to stay connected with their rich Indian culture and heritage.The students also studies a paper in their semester on Indian classical literature and Cultural heritage.The college also prioritise to observe cultural day every year where the students participate in showcasing their respective folk songs,folk dance,and also exhibit indigenous tribal games.
The institution also makes the students mandatory a touch up of any piece of traditional attires with their uniform on the first friday of every month which is strictly monitored by the college authority and students council so as to imbibe in the students the love and respect for one's own culture and to embrace every culture.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

All programmes have been mapped using programme outcome and course outcome.Hods participates in various capacity building and workshops organised by Nagaland University on Outcome based education and thereby disseminates to the teaching faculties and students of the college.Thus,the process of outcome based education involves organised interactions between departments, teachers and students.The students are also informed of the course outcomes and assessment methods during the orientation programme.IQAC plays a significant role in monitoring Program and course outcomes and takes corrective measures to affectuate the reach of outcomes.

20.Distance education/online education:

The covid 19 has increased awareness and reach of online education.The faculty of the college make use of online education platform for teaching and administrative purposes such as You tube, Google meet, Google classroom, WhatsApp etc Such platforms are also used for submission of assignments, conducting test and providing study materials.Online internet platforms are also used for hosting and attending a number of webinars on various topics.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	214

File Description	Documents
Data Template	View File

2.Student

2.1	
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

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

File Description	Documents
Data Template	View File

2.3	145
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	41
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	

Number of Sanctioned posts during the year

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	29
4.2 Total expenditure excluding salary during the year (INR in lakhs)	
4.3 Total number of computers on campus for academic purposes	48

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Immanuel College targets for holistic development of the student community by disseminating knowledge and also to impart education in such that they 'Learn & Shine' which also is the motto of the college. Affiliated to Nagaland University, our curriculum and time-table adhere to UGC and University norms. The IQAC and the departments follow guidelines drawn by the college authority to prepare concrete action plans. Following the allotment of subjects by the Head of Department, the time table is prepared by the authority. A built-in monitoring mechanism streamlines the conduct of internal test, seminars, activities written as assignments are scheduled as per the academic calender. The progress of the students are evaluated during the department and PTA meetings. The lecture mode is complimented evaluation procedures like seminar, presentations and assignments besidesdiscussions and improvements. Students are also directed to related links and additional study materials. Slow learners are given special attention and attend remedial classes and the

advance learners are assigned the challenging topics and peer teaching. A library with more than 3000books registration under the N-List Programme and WIFI enabled campus with internet connectivity bolster curriculum delivery.

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

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

The Action plan prepared by the college following the guidelines of the affiliating university, Nagaland University regarding commencement and conclusion of classes for each semester and conduct of evaluation procedures ensures conduct of Continuous Internal Evaluation (CIE) in strict adherence to the academic calendar of the college and the university. 25 marks out of the total 100 marks in each course for all programs of CBCS and 30 marks out of the total 100 marks of old courses is allotted for internal marks which is obtained on the basis of a predetermined Continuous Internal Evaluation system as envisaged by the university. Theory : Written test with a unified time table for all programs, seminars, assignments and classroom participation based on attendance. Internal results are tabulated on the basis of the above specified are displayed on the notice boards prior to the external examination and upload it. Practical course: Lab involvement

File Description	Documents
Upload relevant supporting documents	**View File**
Link for Additional information	**https://immanuelcollege.in/wp-content/uploads/2023/12/ACADEMIC-CALENDAR-2023-24.pdf**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum	D. Any 1 of the above

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	**View File**
Any additional information	**View File**

1.2 - Academic Flexibility

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

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

57

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)	**View File**

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

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

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

0

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

0

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

I. All undergraduate students study environmental studies as part of their academic syllabus.

II. Professional ethics is inculcated in students with activities conducted by National Service Scheme (NSS), women cell, Sports committee, Red Ribbon Club etc

III. The college is committed to the issues of environment and sustainability Tree plantation and various awareness programmes are conducted on significant like the World Environment Day, International Women's Day, World AIDS Day, etc.

IV. The activities of various clubs of the college- Drama & Art Club, Debate Club, Science Club, Eco-Club etc carry forward activities on the issue of gender, human values and Environmental issues.

File Description	Documents
Any additional information	**View File**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**View File**

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

10

File Description	Documents

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

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

262

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**http://immanuelcollege.in/wp-content/uploads/2023/12/SSR-SURVEY.pdf**

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

340

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**View File**

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

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

268

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

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

The subject teacher identifies the learning levels of the students as advanced and slow learner based on their performance in previous exam and also in the process of continuous assessment through classroom activities and tests. Mentors also provide valid support in classifying the

students with report based on observation and class test. To enable effective assessment include assignment, seminars, group discussions, quizzes, debates, tests, projects, workshops, semester exams and attendance.

Strategies adopted for slow learners:

1. Remedial classes and tests are conducted on question from previous years with an aim to improve their performance.
2. Mentors provide guidance and counseling in regard to their performance and the same is conveyed to the parents.
3. Course/study materials are provided to the slow learners.

Strategies adopted for advanced learners:

1. The advanced learners are identified and guided to excel in their studies and chosen area of interest.
2. They are groomed to represent the college in various programs and competitions in inter college, state or national levels.
3. 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 performance.
4. The college also has a fulltime student's counselor with PhD degree to cater to the emotional and mental needs of the students and to improve their performance.

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

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

Number of Students	Number of Teachers
574	41

File Description	Documents
Any additional information	**View File**

2.3 - Teaching- Learning Process

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

Immanuel College adopts student centric learning methods to enhance their learning experiences. Collaborative learning is encouraged and integrated through field trips, excursions, exposure trip, hands on training and project work. Besides this seminars/presentation, dramas/skits, group discussions and debates are conducted. Students are also empowered with leadership skills through the NSS, EU, clubs and students council.

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. To facilitate the growing digital oriented education, the college campus is enabled with Wi-Fi facility and offers digital oriented classrooms through smart classroom.

The college library is equipped with a good number of books covering all disciplines and it has access to resources like e- journals, e-books, INFLIBNET and N-list.

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

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

Immanuel College encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process, change in learning approaches and in access to information. With Wi-Fi enabled in the college premises, all faculty members use laptops to prepare notes and presentations. To enhance the quality of education and increase the learner's motivation, teachers use different ICT tools in the teaching/learning process like audio-visual learning aids, PPT, circulation of e-content material through Google Doc, email, WhatsApp and other relevant apps. The college also has access learning resources like e-journals, e-books, INFLIBNET and N-List.

File Description	Documents
Upload any additional information	**View File**

Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	**View File**
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
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	**View File**

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

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

2.4.3.1 - Total experience of full-time teachers

251

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

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

The college follows a fair process to deal with the internal assessment of the students. Students are assessed for a total of 100 marks; the mark distribution is broadly divided into two categories: 30 and 25 (CBCS) marks for continuous internal assessment (CIA) and 70 (75 CBCS) for end-semester examination. Internal assessment is based on the predetermined components which involve class tests, assignments, seminars, attendance, class activities and field trip report. Internal exam is conducted and the students are shown evaluated scripts along with remarks/feedback in the class. Seating arrangement for the common internal test is like the end semester examination. The internal assessment result is declared and displayed on notice board and also circulated through WhatsApp wherein the students can rectify any discrepancies.

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 an effective mechanism for redressing grievances pertaining to internal and the external examination. Dates of examination are tentatively declared in the beginning of the

academic session. Internal assessment is done on a regular and continuous basis. In order to ensure transparency, the result is displayed on the notice board. Students with any grievances on internal examination are cleared by showing evaluated answer script. Students with genuine cases who could not write their internal assessment are given another chance by making separate arrangement by the concerned teachers. Any discrepancies regarding evaluation in internal assessment, clarification is given by faculty to enable them to fare better in the future.

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 are communicated to the students at the time of admission and also during orientation programs for new entrants. It is also incorporated in the college manual. All these enable the students to have prior knowledge of the specific program or course which they wish to pursue. The course outcomes for all courses include: 1. Demonstrate oral and written communication skills. 2. Apply principles of scientific method to distinguish between theories and hypotheses and between scientific fact and opinion. 3. Think and respond to the existing issues that require an innate understanding of the key geographical, historical, economic, political and societal factors involved. 4. Improve ability to think and question in a critical sense. 5. Solve problem analytically, communicate in better way, make decisions spot-on and adapt to change according to modern world challenges and requirements. 6. Develop ability to ask questions, collect information, organize and test ideas, solve problems and apply the knowledge learnt. 7. To be familiar with the need for and have the training and skill to engage in self-regulating and life-long learning. 8. Function effectively as an individual and in assorted teams. 9. Exhibit comprehension and understanding of the programs and apply them in multidisciplinary environment.

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.

Every department is given guidelines for internal assessments as per the university guidelines. The learning outcomes are made aware to the students at the beginning of the academic session through orientation. 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. Even though the college frames a uniform pattern of assessment according to university guidelines still faculty members are given some flexibility in deciding on the kind of assessment so that the creativity is not compromised. Evaluation includes: --Tests, Seminar presentation, Home assignments, Project works, field trips, practical examination, attendance, Remedial classes etc 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. Students can express their knowledge and this enhances their confidence. The evaluation includes both internal and external examinations conducted at the end of the semester and all the marks are recorded. After the declaration of the results retrospective analysis is done to examine the performance of the students and to find ways for future improvements. 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

133

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

2.7 - Student Satisfaction Survey

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

http://immanuelcollege.in/wp-content/uploads/2023/12/SSR-SURVEY.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)

File Description	Documents
Any additional information	**View File**
e-copies of the grant award letters for sponsored research projects /endowments	**View File**
List of endowments / projects with details of grants(Data Template)	**View File**

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

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

File Description	Documents
List of research projects and funding details (Data Template)	**View File**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**View File**
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

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

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	**View File**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

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

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

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

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

Nil

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

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
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

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

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

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

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

3.4 - Collaboration

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

Nil

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**View File**
Any additional information	**No File Uploaded**

Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**View File**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college's educational infrastructure is meticulously designed for an optimal academic environment. Its expansive campus houses diverse facilities supporting various activities crucial for a comprehensive education, including an auditorium, seminar room, computer lab, smart classrooms, and a closely monitored library with video surveillance for campus security.The institution's commitment to utility is evident in the adaptability of spaces like classrooms, serving purposes beyond lectures. They accommodate coaching sessions, certificate programs, examinations, meetings, mentoring, club activities, competitions, parent-teacher meetings, alumni gatherings, and competitive exam training, ensuring efficient resource use.Thoughtfully furnished classrooms prioritize student comfort, integrating modern and traditional teaching aids. Laboratories meet contemporary standards, featuring modular workstations and dedicated computers supported by a robust 30 Mbps bandwidth.The college values intellectual resources, offering a well-stocked library with 2600 volumes, e-books, e-journals, and INFLIBNET access. Beyond tangible infrastructure, spaces like a conference room and auditorium demonstrate the commitment to a vibrant academic culture, supporting meetings, seminars, and cultural events seamlessly.

File Description	Documents
Upload any additional information	**View File**
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.

Dedicated to providing comprehensive facilities for the holistic development of students, the college has established excellent provisions for conducting extracurricular activities. An expansive open space is designated for the annual cultural event, capable of accommodating a large audience. Additionally, the college features a well-furnished conference hall with a capacity exceeding 100 for smaller-scale activities, complemented by a grand auditorium with a seating capacity of 1000 for larger events.Further enhancing the recreational amenities, the college boasts well-appointed badminton and basketball courts, where it successfully hosts an annual

inter-college basketball tournament. A first aid room, equipped with basic medical facilities, ensures the well-being of students. Indoor game facilities, including table tennis, carrom board, and chess, are readily available for student engagement.Recognizing the significance of health and fitness, the college provides a well-equipped gym that students can utilize. Moreover, the college auditorium serves as a versatile venue, accommodating not only cultural events but also facilitating activities such as yoga meditation and training sessions. This multifaceted approach underscores the institution's commitment to nurturing not only academic excellence but also the overall well-being and development of its student body.

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

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

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

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

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 of implementing a fully automated library system, and currently relies on Koha, an open-source integrated library system software. Koha has proven instrumental in streamlining library operations by offering features such as cataloging, searching, member/patron management, an acquisitions system, and circulation management encompassing issues, returns, and reserves. A noteworthy attribute of Koha is its customizable nature, allowing the adaptation of functionalities to meet specific library requirements. Particularly significant is the Online Public Access Catalogue (OPAC) module, which furnishes library users with a user-friendly interface for tasks like item searches, reservations, and the submission of suggestions for new acquisitions.

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	**C. Any 2 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)

253255

File Description	Documents
Any additional information	**No File Uploaded**

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

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

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

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**View File**

4.3 - IT Infrastructure

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

The institution is furnished with a total of 48 computers and 2 laptops, complemented by peripheral devices such as printers, photocopiers, and scanners. A well-appointed digital library, featuring computers and an internet connection boasting a speed of 1000 Mbps, is available within the college premises. The entire campus is under constant surveillance through a CCTV system, and Wifi is accessible throughout. The college library is interconnected via an unlimited broadband internet connection. The Internal Quality Assurance Cell (IQAC) and administrative office are equipped with computers connected to a Local Area Network (LAN) and internet connectivity, facilitating documentation and the Communication Management System. Additionally, a printer is on hand to ensure the seamless operation of tasks. The college boasts a dedicated conference hall for seminars and official meetings. The library operates on an open access system, allowing both students and teachers to utilize resources from INFLIBNET. Access to e-journals and e-books is facilitated through the N-List. Furthermore, the library employs the KOHA library management software for book cataloging and issuing.

File Description	Documents
Upload any additional information	**View File**

Paste link for additional information	Nil

4.3.2 - Number of Computers

48	

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

4.3.3 - Bandwidth of internet connection in the Institution | B. 30 – 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

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)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college features dedicated laboratories for the various science disciplines, including Chemistry, Zoology, and Botany. These facilities are meticulously maintained by their respective departments, with active involvement from faculty members and laboratory assistants. Equipment procurement aligns with the specific needs and decisions of each department. During computer practical classes, students utilize well-serviced computers that are repurposed for both academic and non-academic functions, aligning with an initiative to promote a paperless environment.Regular maintenance of classrooms, encompassing furniture, doors, windows, and cleaning, is conducted by diligent supporting staff, ensuring a neat and well-kept learning environment. The library's operational and maintenance needs are overseen by library assistants, with the facility benefitting from automation through Integrated Library Management Software. The sports committee oversees the periodic inspection and servicing of sports equipment and facilities. The campus is under the continuous surveillance of security personnel, providing round-the-clock monitoring to ensure the safety and security of all infrastructures. Additionally, comprehensive CCTV coverage is in place to safeguard valuable assets across all areas of the campus.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

581

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**View File**
Number of students benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**View File**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

728

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

728

File Description	Documents

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**D. Any 1 of the above**

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

25

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

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

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

1

File Description	Documents
Upload supporting data for the same	**View File**
Any additional information	**View File**

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.

7

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**View File**
Number of awards/medals for outstanding performance in sports/cultural activities at	**View File**

university/state/national/international level (During the year) (Data Template)

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 provide ample opportunity to the students to actively participate and engaged in the administrative, co-curricular and extracurricular activities. The college has a Students' Council body. The members are elected for a stipulated period of one year. The elected members are vested with powers and functions under a Constitution and it aims to promote the welfare and quality of the college. The student council members are responsible for the College Annual magazine. The students council also acts as a link between the students, faculty and college administration. The student council takes initiative in organizing various events to promote students integration such as sports, fresher's day, parting social, carnival, cultural event and literary day and college fest. The student from various Departments also takes initiative in organizing programmes.

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

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

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

7

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

5.4 - Alumni Engagement

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

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)	

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 in Undergraduate and MA in English, 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 deputes faculty to attend seminars, workshops and skill development programmes.

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

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 and 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 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 students are involved in the decision-making process to some extent.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has defined the strategic plan and works accordingly for effective deployment. The following points are the primary plans to achieve during the year:

Proposed to launch PG in English

Strengthening of curriculum delivery encourage more seminar, webinar, conferences both for students and teaching and non-teaching staffs.

To organize and participate in various State and National competition.

To encourage more curricular and co-curricular activity.

To install firefighting pipe.

To procure more books for the library.

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	**View File**

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 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. 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. 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	**http://immanuelcollege.in/academic-calendar/**
Link to Organogram of the Institution webpage	**http://immanuelcollege.in/wp-content/uploads/2021/07/ORGANIZATIONAL-CHART-OF-IMMANUEL-COLLEGE.pdf**
Upload any additional information	**View File**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The following welfare schemes are available for the entire faculty members of the college: Employment Provident Fund is provided as per the Government rules. 15 days of casual leave are available both for the teaching staff and non-teaching staff Maternity leave is given for 65 days. 50% scholarship is available for siblings of the teaching and non-teaching staff. For the married staff, it is applicable to their sons and daughters only. 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. Study leaves for permanent employees to undertake Doctoral or Post Doctoral studies is available and the management gives complete support for higher studies. Leave is granted to teachers to participate and present papers in 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. There is enhancement of salary every five 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.

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

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

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

49

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)	**View File**

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

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

NA

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)	**No File Uploaded**

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

NA

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)	**No File Uploaded**

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 teaches 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 Management. The performance of the Heads of the Departments is assessed by the Principal solely. The Management 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)

NA

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 accured 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 mostly 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 nonrecurring 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, cocurricular 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 teachinglearning 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.Internal evaluation test is conducted through various measures as Class Test, Assignment/project work, presentation, debate, quiz and group discussion.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	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 remains committed to advancing gender equality and raising awareness about gender equity. With over fifty percent of its staff and students being women and a clean record devoid of gender bias or discrimination, the institution is fervently dedicated to spreading the message of gender equality within and beyond its premises. The college actively addresses issues of inequality, particularly concerning discrimination against women in society, with strict policies against such discrimination among its employees and students.

The institution recognizes its crucial role in educating and raising awareness about these issues. It not only imparts awareness but also incorporates practical experiences into its approach, enhancing students' perspectives on gender sensitization. Annual events like International Women's Day, seminars and sports events for women contribute to fostering an inclusive environment..

The college prioritizes safety and security, providing a well-equipped gym, separate hostels with designated wardens and security guards, CCTV surveillance, and reliable transportation services.

The institution has established mechanisms for grievance redressal through a women's cell and a disciplinary committee. The Student's Council includes a Women Secretary position exclusively for female candidates. The women's cell conducts workshops on practical skills like soap making and juice preparation.

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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	**View File**
Any other relevant information	**No File Uploaded**

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

Waste Management at Immanuel College emphasizes environmental responsibility. The campus, adorned with lush greenery, maintains a commitment to cleanliness and eco-friendliness. Faculty and

students actively work to minimize waste generation. Solid waste, meticulously categorized, is regularly collected by the municipal council. The college features a designated dumping pit for easily degradable bio-waste, fostering the creation of eco-friendly manure used for fertilizing campus greenery.

Recyclables like newspapers and old answer papers are sold, contributing to sustainable practices. Plastic bag usage is strictly regulated in accordance with state directives, with labelled bins for dry and wet garbage placed conveniently across classrooms and washrooms.

The college's liquid waste management is facilitated by a well-designed drainage system, seamlessly integrated with the local municipality's infrastructure.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways	D. Any 1 of the above

4. Ban on use of Plastic

5. landscaping with trees and plants

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

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

7.1.6.1 - The institutional environment and 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	**C. Any 2 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents

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

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

The College's annual Literary cum Cultural Day stands out as a unique occasion dedicated to fostering cultural exchange and celebrating diverse traditions. Each year, the event showcases a vibrant display of songs, dances, indigenous games, and cultural attire representing various tribes and communities. It plays a crucial role in promoting and preserving the distinctive values and beliefs that form the foundation of our society.

Emphasizing the significance of understanding one's own culture, the college has instituted a mandatory tradition. Every first Friday of the month, students are required to incorporate a touch of tradition into their attire alongside their standard college uniform. This practice underscores the college's commitment to upholding and showcasing the importance of cultural heritage.

Furthermore, the college actively strives to make education accessible to all, regardless of socioeconomic background. To support students facing financial constraints, the college offers concessions in fees. This inclusive approach is reflected in the diverse student body, with many seeking admission 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)	**View File**
Any other relevant information	**No File Uploaded**

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

In addition to fostering academic achievements, the institution places a significant emphasis on cultivating character in both its students and employees, aiming to mold them into ethical and

responsible citizens. Throughout this year, the college's Department and various committees orchestrated a series of events and activities under the banner of "Azadi Ka Amrit Mahotsav" to celebrate the 75 years of independence and commemorate the rich history, culture, and achievements of the nation. These initiatives included poster making and art competitions on Mahatma Gandhi's birth anniversary, webinars and seminars on National Education Day and National Constitution Day, and the observance of Rashtriya Ektha Diwas or National Unity Day on Sardar Vallabhai Patel's birth anniversary, focusing on reinforcing the value of unity among citizens.

The college also actively engaged in social initiatives, training in youth leadership and community development, and observance of World Tuberculosis Day with the theme "Yes, we can end TB." The Eco Club organized painting and slogan writing activities on World Environment Day under the theme "Beat Plastic Pollution," aiming to raise general awareness about environmental issues. Organized an awareness program on elections titled "A vote can be great or it can be a threat.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

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

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

The College, situated in a country renowned for its vibrant festivals and diverse cultural heritage, places a strong emphasis on fostering a profound connection to tradition. The institution actively promotes the safeguarding, preservation, and celebration of the rich Indian culture, encouraging students to embrace and cherish their roots.

In addition to its commitment to cultural heritage, the College demonstrates enthusiasm in observing International Days. National heroes are duly honored on their birthdays and anniversaries through various events such as lectures, pledges, and competitions.

On days of national significance, the College organizes activities that reflect on the contributions of key leaders, aiming to instil a sense of moral and ethical conduct in the lives of students, both professionally and personally. These occasions include Republic Day, Independence Day, the Clean India Campaign, National Education Day and National Unity Day, as well as international commemorations such as International Women's Day, World Tuberculosis Day, World Environment Day, and International Day of Yoga.

Furthermore, the College annually hosts "The Myriad Fest," a festival that provides students with the opportunity to showcase their talents and creativity. This holistic approach emphasizes the institution's dedication to cultural diversity, ethical values, and the overall development of its student body.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	**View File**
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.

Immanuel College places a strong emphasis on the comprehensive development of its students, guided by the profound belief that "Educating the mind without educating the heart is no education at all."Through an array of clubs, departments, and cells, the institution endeavors to instil in students an awareness of holistic education, fostering empathy for the marginalized and less privileged sections of society. The college actively engages in community service initiatives,

addressing critical issues such as environmental conservation. These endeavors take shape through a spectrum of activities, including awareness programs, cleanliness drives.

Thiscommitment to community service and the observance of important days resonates harmoniously with the college's guiding principle of "Learn & Shine." The institution strives to translate classroom learning into practical actions that reach the unreached, encouraging students to shine in society through their exemplary deeds. A distinctive practice at Immanuel College is the weekly Monday morning assembly, a 15-minute session preceding classes. This assembly serves as an effective mechanism for instilling discipline, nurturing leadership qualities, unveiling hidden talents among students, and reinforcing the value of punctuality. Through these multifaceted approaches, Immanuel College remains steadfast in its dedication forthe development of socially responsible and compassionate individuals.

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

Title 1: Preserving our environment through energy saving. Objectives: To safeguard the environment from ongoing degradation, the College has taken proactive measures aimed at minimizing the consumption of precious and scarce energy resources. The practice: The college has taken measures to ensure andaims to prevent any 'transmission loss' of energy attributed usageof inferior-quality electrical wires. Evidence of success: The level of energy consumption is comparatively lower when compared to other institutions of a similar nature. Problems encountered and resources required: Initially there were few hiccups but was later solved by the management.

Title 2: Pursuit of Sustainable Development Goals of UN Objective To advocate for initiatives addressing social causes across the domains of health, community, education, hygiene, energy, economy, gender, climate, and peace. Context: Ensuring that the programmes fit the local context

Practice:Awareness programs, club activities, blood donation camps, inter-collegiate competitions, surveys, climate actions, and hands-on training for crafting eco-friendly products were organized. These activities were designed not only to inspire students to contribute towards achieving SDGsbut also encourage them with critical thinking skills. Evidence of success: Students were

encouraged to ensure social progress and equally problems Problems Encountered: lack offundingsfrom national agencies.

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

Plan of action: 1. To sign an MoU, with Royal Global University, Guwahati, Assam for the internship of the students. 2. To introduce a skill development programme under value-added courses. 3. To organise faculty development programmes. 4. To organise more national and international seminars.