



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	St. Joseph's College (Autonomous), Jakhama
• Name of the Head of the institution	Dr. Fr. George Keduolhou Angami
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9436437544
• Alternate phone No.	0370-2231009
• Mobile No. (Principal)	9436437544
• Registered e-mail ID (Principal)	STJOSEPHC@GMAIL.COM
• Address	POST BOX NO. 39 KOHIMA NAGALAND 797001
• City/Town	KOHIMA
• State/UT	NAGALAND
• Pin Code	797001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	11/10/2018
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	Mr. Saju Mathew				
• Phone No.	9436070071				
• Mobile No:	9436070071				
• IQAC e-mail ID	iqacsjc21@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.stjosephjakhama.ac.in/wp-content/uploads/2021/03/AQAR-Report-2019-2020.pdf				
4. Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.stjosephjakhama.ac.in/wp-content/uploads/2021/05/Academic-Calendar-2020-2021.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.00	2005	28/02/2005	28/02/2010
Cycle 2	B	3.74	2011	08/01/2011	07/01/2016
Cycle 3	A	3.12	2016	16/09/2016	31/12/2023
6. Date of Establishment of IQAC			01/04/2004		
7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI			View File		

9.No. of IQAC meetings held during the year	1
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Orientation programme was conducted for Faculty Members on how to conduct online class using Google Meet	
2. Online workshop was conducted for the Management, Faculty Members, and Students on the matters and modalities of online examination.	
3. Covid-19 Task Force of the College was set up on 19th February 2021.	
4. Orientation Programme for the 1st Semester students was conducted on 16th & 17th of March 2021.	
12.Plan of action chalked out by IQAC at 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
New Academic Programmes to be introduced in the Academic Year 2020-2021 in Addition to the Existing Courses. a) Master of Arts (MA) in History b) Master of Arts (MA) in Economics	M.A History and Economics was started in November, 2020
Employment and Skill Development Programmes to be newly introduced/ continued in the Academic Year 2020-2021 DIPLOMA	Diploma in Counselling psychology, Diploma in Computer concepts, Certificate course in Graphic Design, Certificate

<p>PROGRAMS No Name of the Course Capacity 1 Diploma in Music 50 2 Diploma In Counselling Psychology 50 3 Diploma In Tourism Management 50 4 Diploma In Computer Concepts 50 5 Diploma in Stenography and typing 50 6 Diploma in Cosmetology 30</p> <p>CERTIFICATE PROGRAMS No Name of the Course Capacity 1 Certificate in Graphic Design 27 2 Certificate in Cognitive Behaviour Therapy 15 3 Certificate In Home Nursing 30 4 Certificate in Computer Hardware and Networking 15</p>	<p>course in Cognitive Behaviour Therapy, were successfully conducted in the academic year 2020-2021</p>
<p>As per the guidelines of the Central and State governments, fully following the SOP, class will be held online till we receive further instruction/guidelines form the government authorities.</p>	<p>Classes were held online mode as per the government instructions.</p>
<p>Examination for the students who are under SJC Autonomous (1st and 3rd semester) will be held online to avoid the loss of one semester. Examination for the 5th semester students, who are still under Nagaland University, will be held as per the instructions and schedule of the University as and when it is received.</p>	<p>Examinations were held online mode following the SOP's given by the Government.</p>
<p>Staff and the students will be given necessary training/ orientation on online class and online examination.</p>	<p>Orientation programmes and workshops were conducted.</p>
<p>ADMISSION In the prevailing situation of Covid -19 pandemic, new admission for Under Graduate (UG) and Post Graduate (PG) will be done completely online for</p>	<p>Admission for the 2021 batch was successfully done through online mode.</p>

<p>the convenience and safety of everyone. The information and guidelines about the admission will be disseminated through the college website and WhatsApp groups.</p>	
<p>Development of Infrastructure and Learning Resources a) To Complete the 1st Floor of the PG Block under Construction b) To Renovate the Indoor Stadium b) To Renovate the St. Joseph's Girls Hostel c) To Purchase 4 more inverters and 10 more batteries for the inverters of the college d) To Purchase a new heavy duty printer and Xerox machine for the examination section</p>	<p>Construction of 1st floor of the PG block was completed as planned, 4 invertors and 10 Batteries for the invertor were purchased and 1 heavy duty printer and photostat machine was purchased for the examination section.</p>
<p>Miscellaneous a) In the prevailing situation of the Covid -19 Pandemic the college authority will meet the state government officials and the authorities of the villages around the college to discuss and plan about and SOP for the safety of the students and the people visiting the college and the staff. b) In the present situation of unexpected lockdown and other hardship caused to everyone, casual labours and construction workers working the college campus will be given necessary financial and other assistance for meeting their food and other requirements and facilitate their return journey to their own hometowns.</p>	<p>Actions were taken based on the consultation with state government officials and the local administration.</p>
<p>13. Was the AQAR placed before the statutory body?</p>	<p>No</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name of the statutory body	Date of meeting(s)
Nil	Nil
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
01/06/2020	11/12/2021
Extended Profile	
1. Programme	
1.1 Number of programmes offered during the year:	18
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2. Student	
2.1 Total number of students during the year:	4208
File Description	Documents
Institutional data in Prescribed format	No File Uploaded
2.2 Number of outgoing / final year students during the year:	1134
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2.3 Number of students who appeared for the examinations conducted	4135

by the institution during the year:	
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
3.Academic	
3.1	90
Number of courses in all programmes during the year:	
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
3.2	105
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
3.3	105
Number of sanctioned posts for the year:	
4.Institution	
4.1	4159
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	71
Total number of Classrooms and Seminar halls	
4.3	152
Total number of computers on campus for academic purposes	
4.4	4,15,66,645.00
Total expenditure, excluding salary, during the year (INR in Lakhs):	
Part B	

CURRICULAR ASPECTS**1.1 - Curriculum Design and Development**

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The courses for the Undergraduates have been developed considering the fact that students in the particular stream, i.e., Arts, Science, Commerce and BBA by the time they complete the course are able to process and incorporate their classroom learning in their daily practical living. It is also structured in such a way that the challenges faced and raised at this level would be carried forth as research subject into their higher studies. Thus, the curriculum is reflective of the key aspects of the particular subject and the challenges and relevance they have at the local as well as national level.

The courses at the Master's level too are a continuation of the undergraduate level, except for that it encompasses a higher level of specialization and diversification that comes with the need for a more detailed specialized acumen required from the students.

Therefore, at both the graduate and the postgraduate level designing of the syllabus is undertaken by the concerned department, which is then screened by the Board of Studies and forwarded to the Academic Council for examination. The Academic Council after examining the syllabus recommends it to the Governing Body for approval, which the Governing Board examines and gives the final approval.

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

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	No File Uploaded
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

13

File Description	Documents
Curriculum / Syllabus of such courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

2

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

18

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The Institution/Departments have integrated cross-cutting issues in its curriculum which are relevant to promoting professional ethics, gender equality, human values, environment and sustainability, etc. Selected practices related to these concerns are as discussed under: The students as part of their compulsory courses on Environmental Studies are encouraged to examine issues related to the local environment, in and around the college, and therefore participate in sustainable ways of preserving it. Courses on Environmental Economics and Environment and Public Health are also offered.

The Department of Chemistry seeing the specific need of dealing with chemical hazards on the nature offers Green chemistry in the 6th semester (B.Sc Chemistry Honours) that deals with specialized approach such as pyrolysis, dissolving the chemicals, fume hoods, etc. The focus is on imparting environmental knowledge, its preservation and the various approaches to handle and prevent environmental problems arising out of chemical hazards.

In the field professional ethics, the college curriculum integrates cross-cutting issues relevant to professional Ethics through subject like Human Resources Management, Business and Cooperate Law, Management principles and Application, Ethics and Cooperate Social Responsibility, Entrepreneurship Development and Legal Aspects of Business.

Academic contents with gender sensitivity, ethical principles, moral traditions, environment and sustainability unconsciously shape the character and behaviour of the tender minds. The the different departments impart professional ethics such as emotional Intelligence, team work, leadership, problem solving and adaptability skills to the students. Thus the departments offer courses which have relevance to issues of gender and human values. Women's Writing and Contemporary India: Women and

Empowerment, Gender and Literature courses in the English Department curriculum which deals with relevant issues of gender and human values. Departments like Department of sociology offers course like Sociology of Gender, Gender and Violence as part of its curriculum. It also offers courses like Environmental Sociology (with particular reference to issues and movements in India) aimed at sensitizing the students about the relationship that exists between the society and their natural environment. At the Post Graduate level, the Department of History in addition to a paper, titled, "Gender and Society in modern India offers a Sub-topic, titled, "Gender History." Moreover, courses such as Education and Society, Peace and Conflict Studies etc., addresses the values and ethical principles of the society

For all the departments, a separate period called Value Education is allocated once in every week to cater and also elaborate on principles, values and ethics basing on Culture, Religion and Tradition. Here, while the teachers are given the autonomy to discuss and share on issues as per the need of the hour, the students' needs and concerns are taken into consultation so that the needs of the students are addressed in a non-formal friendly atmosphere. The college also has the practice of Mentoring students which is a way of teachers extending to educate students beyond text knowledge by way of guiding, counselling, instructions for right approach and uplifting of moral values.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

0

File Description	Documents
List of value-added courses	No File Uploaded
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

0

File Description	Documents
List of students enrolled	No File Uploaded
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

521

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

D. Any 1 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	Nil
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following	C. Feedback collected and analysed						
<table border="1"> <thead> <tr> <th data-bbox="76 275 550 338">File Description</th> <th data-bbox="550 275 1476 338">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 338 550 450">Provide URL for stakeholders' feedback report</td> <td data-bbox="550 338 1476 450">Nil</td> </tr> <tr> <td data-bbox="76 450 550 517">Any additional information</td> <td data-bbox="550 450 1476 517">View File</td> </tr> </tbody> </table>	File Description	Documents	Provide URL for stakeholders' feedback report	Nil	Any additional information	View File	
File Description	Documents						
Provide URL for stakeholders' feedback report	Nil						
Any additional information	View File						
TEACHING-LEARNING AND EVALUATION							
2.1 - Student Enrollment and Profile							
2.1.1 - Enrolment of Students							
2.1.1.1 - Number of students admitted (year-wise) during the year							
1585							
<table border="1"> <thead> <tr> <th data-bbox="76 898 550 960">File Description</th> <th data-bbox="550 898 1476 960">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 960 550 1023">Any additional information</td> <td data-bbox="550 960 1476 1023">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1023 550 1140">Institutional data in prescribed format</td> <td data-bbox="550 1023 1476 1140">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Institutional data in prescribed format	View File	
File Description	Documents						
Any additional information	No File Uploaded						
Institutional data in prescribed format	View File						
2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)							
4159							
<table border="1"> <thead> <tr> <th data-bbox="76 1326 550 1388">File Description</th> <th data-bbox="550 1326 1476 1388">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1388 550 1456">Any additional information</td> <td data-bbox="550 1388 1476 1456">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1456 550 1565">Number of seats filled against seats reserved (Data Template)</td> <td data-bbox="550 1456 1476 1565">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of seats filled against seats reserved (Data Template)	View File	
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 students' learning levels and organises special programmes for both slow and advanced learners.							
<p>The college incorporates strategies such as exams, tests, presentation, group discussion, practical classes and internship programmes to assess the learners and adopts different measures to cater to the needs of the students in best possible ways. The faculty members, especially the Class Supervisors monitor the</p>							

student's performance and accordingly, remedial classes for clarifying doubts on the course are conducted for the slow learners. Extra lectures, notes, reference books are given and they are mentored to study hard and extended help whenever they need. The remedial classes thus help in enhancing their learning skills and also keep a check on their progress with the rest of the students.

The advanced learners are also encouraged to meet the teachers, who provide them special individual guidance. In order to build on their quest, advanced problems related to the syllabus are given to be solved. The college also encourages them by providing them opportunities and the platforms to attend seminars, workshops and to participate in various co-curricular activities organize by different colleges and universities. They are encouraged to excel in their study and to obtain ranks in the University examinations. Departmental Awards and Governor's Gold Medal Award on Annual Graduation Day to University Rank holders is one great way of encouragement for the advanced learners to keep up and strive harder to excel.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
15/07/2020	4208	105

File Description	Documents
Upload 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:

The College uses various modes to enhance the students learning capacity and learning experiences through student-centric approaches which are reflected in its curriculum and practices. For experiential learning, all the departments of the college conduct activities such as class worksheets, assignments and Internship. Students are assigned Projects and field works on issues and contemporary matters of social, economic, educational, political, business and scientific work, which enables the students to apply the various concepts learned and also creating opportunities of learning additional knowledge by doing themselves. For the Departments of Sciences, along with the theory papers they are required to engage with the corresponding practical papers so that every student gets the opportunity to individually perform experiments in the laboratory.

In the participative learning, students are involved in presentations, group discussions, recitations, plays, debates and workshops that help them develop collaborative skills, stimulate their creations practically and to help them express their creativity freely. Students from Departments of Sciences are involved in creating and maintaining the Botanical Garden in the College, maintain an apiary, create and maintaining aquarium and maintaining the fish pond in the campus. The MA students were given opportunity to take classes for the BA students of the department. Peer learning was encouraged as the senior students shared their experience and knowledge with their juniors thus enhancing their learning experience. Students were given an opportunity in the class to come up with research proposal where the faculties also help and guide them in writing the proposals.

In the problem-solving method, students are assigned to study, analyze and write on varied social problems and how they can contribute to bring a change. Such practices are designed to sensitize and engage the students by allowing them to experience and learn about various issues and how they can contribute to bring a change as a responsible person and a citizen of the society. Through the employment of various platforms such as song, lyrics, video presentation, poem, essays, poster campaigns, sketching and painting they try to raise and address issues facing the society.

Apart from all these activities, the college also organizes syllabus

based field trips and educational tours for the students.

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

ICT provides an innovative platform for effective teaching and learning both in physical and virtual classroom. To meet the demand of ICT in Higher Education for its effectiveness in imparting education, the college provides various innovative tools, equipments and gadgets in the class rooms and for the class lectures, and e-resources to be used to ensure teaching and learning. ICT-enabled tools as provided by the college:

- Classrooms are furnished with LCD Projectors
- Each department is provided with a computer and a printer.
- Wi-Fi connections is provided within the campus.
- Computer Lab for the students has been set up.
- Access to e-resources such as inflibnet, Sage, etc
- The college library is equipped with computer and Wi-Fi connections where the students and the faculty members can access to the various e-resources.
- Classroom are fitted with audio system.
- College Language Lab.
- Faculty members use personal laptop/ computers to prepare teaching materials
- PowerPoint presentation and audio-visual aids are utilised to aroused the interests of the students and effectively deliver the subject content
- Instructional Materials and videos from YouTube are also used to show short clips that are relevant to the topics.

Keeping in tune with the defining contemporary phenomena of COVID -19 pandemic which has brought a new mode of teaching-learning process that takes place virtually, the College management and the faculty members used platforms like Google Meet and Zoom Meetings to conduct Online Class and Exam, give live lecture and interact with the students and assigning of internal assessment and grading,

dispersal of reading materials. Digital media like Email, Whatsapp and Telegram were also used to reach out to the students.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	—
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

105

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The College brings out the plan of actions to be taken during the year for each Academic session. For this purpose, all the departments submit the department action plan for the year to the Vice-Principal of the Academic Affairs. Following which along with the action plan scheduled by the management board, IQAC, Examination Branch and college office, the curricular as well as extra-curricular activities /actions for the college is designed. The planned out Action Plan is then published in form of the Academic Calendar for the year and given to the students, faculty members, management and office staffs, members of the Governing Board and Academic Council as well as uploaded in the college website.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full-time teachers against sanctioned posts during the year**

105

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

16

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

105

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

In order to evaluate the learning process of the students, the College had conducted Two End Semester Examinations for Undergraduates Section and Four End Semester Examinations at Post Graduate Level during the academic session October, 2020 to September, 2021.

Taking into consideration the prevailing lock down imposed in the State due to Covid-19 and for the safety of the students, all the examinations were conducted through online mode except one End Semester Examination for 1st Semester MA Students, which was conducted in offline mode during the month of April, 2021.

A brief summary of the performance of students during the ESE are shown in the table given below:

Examinations

Number of Students Appeared

Number of Students Passed

1st and 3rd Semester BA/BBA/ B.Com/B.SC ESE online December, 2020

2,782

2,537

2nd and 4th Semester BA/BBA/B.Com/B.Sc ESE- online May, 2021

2,709

2,573

3rd Semester MA ESE- online December, 2020

120

117

1st Semester MA ESE- Offline, April, 2021

172

83

4th Semester MA ESE-Online, May, 2021

118

108

2nd Semester MA ESE-Proctored Online, August, 2021

159

149

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The programme courses are designed to achieve specific needs of the particular subject which are relevant, practical, realistic and achievable for the students. The Board of Studies of the Departments of St. Joseph's College (Autonomous), Jakhama, play key role in designing and implementing the courses with the support, consultation and approval of the Academic Council of the College. The preparation of Course Outcomes are vital as it provides clear understanding and direction of what can be achieved through these courses within a specified time. As per the resulting changes in the environment with the passage of time review and the required revision of the courses from time to time, normally after a gap of three years, is done in order to ensure that students are kept up-to-date.

Thus, each department of the college lays down not only the rules and regulations of the programmes and the course structure but along with the course objectives provides the course outcome for the particular subject.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Continuous and comprehensive evaluation is done regularly to at both the Under Graduate and Post Graduate level to know the attainment of Programme Outcomes and Course Outcomes. Class tests are conducted and analysis is done after which the strategy for improvement is made. Group activity, Presentation and workshops are organized and each student is made to participate compulsorily in these activities. Through the workshops and group activity like discussions, the thinking process of the students is also assessed and the skills and knowledge are tested and problem solving mindset is developed. Home assignments and classroom assignments are given to the students in both the PG and the UG levels which help to measure the attainment programme specific outcomes. Some activities like quiz competition, Open Forum Discussion are also held which

makes the institution know about the knowledge and information of the students. Via Co-curricular activities behavioural outcome of the students are assessed. Semester exams for the courses having semester pattern and annual exam for the courses having annual pattern are conducted. Analysis of students' performance in internal tests is done. Maximum 30 marks are allotted on internal examination and 70 marks for the external exam are conducted. Analysis of exams results is done and after the analysis, strategy for improvement is made and implemented. All the assessments are analyzed regularly. The analysis of students' performance in semester examination is done to know the levels of attainment of POs, PSOs and COs. Each department analyses the result of the students in their subject.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

3679

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
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

[N/A](#)

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Study leave of six months duration is granted to a regular teacher for pre-PhD course, who has served the college for a minimum of three years. Study leave of not more than a year duration is granted to a regular teacher for PhD field work or dissertation, who has served the college for a minimum of three years. Increase in basic pay for those who possess M.Phil. or PhD at the time of recruitment or those who clear them during their service in the college. Financial incentives for those who present papers at seminars and conferences and for publication of articles and books as fixed by the management.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

0

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	No File Uploaded

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

N/A

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

D. Any 1 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

14

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

9

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

2

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-

Index of the University**3.4.6.1 - h-index of Scopus during the year**

4

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy**3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)**

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The departments and Clubs and Associations of the college conduct different extension activities with the objective to sensitise the students as well as to ensure that the college contributes back to the community and society. Despite the lockdown, during the academic year 2020-2021, the teacher -in-charges along with the students have carried out different activities to reach out to the people during the pandemic. Some of the activities are as follows:

1. On 14th May, 2020, the NNC (Girls) cadets under the activity "Mission Paper Bag India" made 1,000 self-made eco-Friendly paper bags and distributed it to the shopkeepers, green grocers and streets vendors. This was taken up in order to train the cadets the skills of self-dependency and at the same time promote eco-friendly environment in the most economical way and aid green grocers, shopkeepers and street vendors during the lockdown.
2. On 17th May, 2020, as part of the "Mask-Up India" campaign the NCC (Girls) Cadets distributed hand-made face mask to neighbouring villages under Kohima District.
3. On 8th July, 2020, the Associate NCC Officer (SW) and girl cadets of the college donated 200 handmade masks, 200 bottles (500 ml each) of hand-wash, 200 mini Swiss Rolls (snacks) for the youth volunteers and the elderly of Kezo Basa Village, which is the adopted village of NCC Senior Wing of St. Joseph's College (Autonomous), Jakhama under 1 NL Girls' BN NCC, Kohima. They also imparted the importance

of wearing face mask, washing hands regularly and maintaining social distance to the villagers.

4. On 22nd November 2020, videos on the theme of NCC Day-2020, "Spreading Awareness on Blood Donation" was made and a poem titled "Save a Life by Giving" was presented.

5. From 12th to 14th Dec., 2020, as activity under Swachhta Pakhwada, cleaning of statues was carried out at Kohima Catholic Cathedral and at St. Joseph's College (Autonomous) Campus, by 30 NCC (Girls) Cadet.

6. During the months of May and June, 2020, the Department of Chemistry, initiated and rendered collective work for making hand sanitizer in the college laboratory and contributed it for the use within the college campus.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

5

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

6

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

160

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

0

File Description	Documents
Copies of documents highlighting collaboration	No File Uploaded
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

0

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

- A total of 100 classrooms in 3 blocks (Arts/Science/PG Block) equipped with LCD Projectors for better teaching-learning ambiance.
- WIFI connections to strengthen instructional facilities.
- Five (5) laboratories for Chemistry, Botany, Physics, Mathematics and Zoology with the required instruments and apparatus.
- Eighty Six (86) computers in the ComputerLab and Language Lab. Besides these, there are 10 in the library, 15 in Physics Lab, 25 in various Departments, 33 in the main Office of each block and 16 laptops.
- Two (2) libraries, one at the Main Block and the other at the PGBlock. The library has a total number of 20513 book and 14000 number of Title books including text books related curriculum materials, inspirations, information and reference books like Encyclopaedia, Yearbook, Dictionaries, supplement to Encyclopaedia, Geographical sources, Directories, Handbook and Manual, etc. There are 1486 number of e-books as well.

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, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

- Indoor Stadium with a total area of 13,984sq.ft was established in 2014 which is mainly used for formal programmes and events besides various sports activities like Basketball, Badminton, etc. It can accommodate over 4000 people during events of the college.
- Auditorium with a total area of 5860sq.ft was established in 2002 which is utilized for indoor games as well as cultural/social activities. It can accommodate about 400-450 people.
- Outdoor Gallery with a total area of 20,872sq.ft was established in 2014 for outdoor sports and games.
- Basketball Court with a total area of 12,236sq.ft was

established in 1996 which is utilized for outdoor games and social events.

- Cultural Museum where cultural remnants and musical instruments are being collected.

File Description	Documents
Geotagged pictures	View File
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

70

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

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

4,15,66,645

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Name of the ILMS software:-SOUL

Nature of automation:-Partial

Version: - 2.0

Year of automation: - 2010.

St. Joseph's College (Autonomous) has an excellent modern Central library is a domain for information seekers. The college Library supports the college in its mission and objectives and aim to serve the academic community in the best possible way. It has a capacity to accommodate 100 users at time. Additions are made to the library every year. Students are to comply with the rules and regulations of the library. Library covers a floor of 3366 Sq Ft. Library is automated using Software for University (SOUL 2.0) developed by INFLIBNET Centre, Gandhinagar. For additional safety, the Library is monitored through CCTV cameras installed at strategic locations. The College Library stocks printed journals, magazine, newspaper and provide access to electronic journal and databases. It has a collection 19,747 Volumes and subscribe to 53 (National/International) journals/Periodicals, 972 back volumes of journals. The Post Graduate Library has a total Collection of 609 Volumes. Library has become the Institutional member of N-LIST (National Library and Information Service Infrastructure for Scholarly Content) and National Digital Library. Books from different departments, reference books and general book. The library holds Encyclopedia, Year Books, Dictionaries, Directories, Handbook, and Geographical Resources etc. Annual budget is allocated for every department to purchase the needful books and each department is required to update and make relevant with books on the latest and relevant topics.

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

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

C. Any 2 of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

191562

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	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 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

131

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

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

To enable a learning environment that support achievement and growth with modern methods and latest technologies, we have a state of the art IT infrastructure using Microsoft Server Technology with dedicated high end servers to manage the workstations and for college management software -CAMPUS VAULT, specifically designed for the smooth functioning of college work.

We have Wi-Fi facility with Internet Broadband speed of 30Mbps in the college campus which is distributed among the various blocks using wireless radio technology to avoid network cables running across the campus.

The PG Block has a separate dedicated Internet Broadband of 30 Mbps and has Wi-Fi facility available in the classrooms.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
68	68

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

C. 20 Mbps - 35 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

4,15,66,645

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

- A total of 100 classrooms in 3 blocks (Arts/Science/PG Block) equipped with LCD Projectors for better teaching-learning ambiance.
- WIFI connections to strengthen instructional facilities.
- Five laboratories for Chemistry, Botany, Physics, Mathematics and Zoology with the required instruments and apparatus.
- Eighty Six computers in the Computer Lab and Language Lab. Besides these, there are 10 in the library, 15 in Physics Lab, 25 in various Departments, 33 in the main Office and 16 laptops.
- Two libraries, one at the Main Block and the other at the PG Block. The library has a total number of 20513 books and 14000 number of Title books. Besides, the library has 1486 E-books as well.
- The college provides pure drinking water facilities to all the staff and students.
- The college has got three generators to support any electricity failure.
- The college provides facilities for Xerox, binding and printing for staff and students.
- The college has four staff quarters for teaching and non

teaching staff .The College also runs four hostels to accommodate those students who are from far- away places.

- The college has an Indoor Stadium, which is mainly used for formal programs and events besides various sports activities like Basketball, Badminton, etc.Besides, an Auditorium which is utilized for indoor games as well as cultural/social activities. The college also has Basketball and Football courts with galleries to facilitate outdoor sports and games.

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 freeships provided by the Government during the year

3302

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

42

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills

E. None of the above

Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	No File Uploaded
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement 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 outgoing students progressing to higher education

147

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

3

File Description	Documents
Upload supporting data for students/alumni	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 and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The College has a strong and effective Student Council to address the students' queries and matters. The Student Council has two Directors from the Faculty Members to guide and aid the Council members. The Council members are responsible for taking up the student's welfare and represent the college in events and programs organised by other colleges, universities, organisations and institutions. The President of The Student's Council is also a representative member in the College IQAC. Apart from the Student Council, every department have Student executive members who play an important role in all the departmental activities. Also the different Clubs and Associations of the college have elected executive members who are responsible for organising and part taking in the various activities of the college. The students are also part of the College Magazine Committee. And in each department Class Representative and Vice-Class Representatives are elected to represent their respective classes and they are also a part of the decision making of their respective departments.

However, due to the COVID-19 Pandemic, for the Academic Session 2020-21, there was only the election for the Class Representatives and the Vice-Class Representatives.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

1

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association has a strong presence in the college under the leadership of its executive members. The Alumni's support is evident in their active participation during all the college events such as the College Fresher's Day, Graduation Day or any other important function. Also a good number of the teaching faculties are college alumni, thus their support is constant. A very important contribution of the Alumni Association is the Annual Alumni Award, awarded to one of the best graduate. The graduate is awarded a cash prize of Rs. 10000/- along with a citation certificate. This award was instituted to encourage the students to perform their best and excel in their studies and work.

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

5.4.2 - Alumni's financial contribution during the year

E. <2 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 an effective leadership in tune with the vision and mission of the Institution

The vision of St. Joseph's College is to impart quality higher education in a Christian atmosphere to deserving students, especially those belonging to the Catholic church, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes and OBCs. Promote holistic education, help in the diffusion of knowledge and advancement of educational activities in all its branches including vocational, technical, professional, cultural, social and moral education.

The mission of St. Joseph's College is to form men and women who are intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated.

The college in tune with its vision and mission caters to students from different region and background and teaches them the social, cultural values, duties and responsibilities. The college through the Governing Board, Management Board and the Faculty Members adopts initiatives to furtherance its vision and mission through academic vigorosity, resource mobilisation, effective utilisation of human resources and overall efficiency enhancement.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Decentralization and participative management is practiced through a distributive mode of governance with all stakeholders such as the Governing Body, Academic Council, Board of Studies, Management Board, Head of the Departments, Coordinator/Teacher-in-charge, Departments, Class Supervisors, Class Representatives, Students

Council, Staff Directors of Clubs and Associations, Committees and Cell participating actively in the college administration and functioning.

The Governing Board is the primary constitute of the College with the Bishop as the Chairperson of the Board. As the primary body it plays a crucial role in managing the administrative as well as academic activities of the College.

The Academic Council is the principal academic body of the college and is responsible for the maintenance of the standard of teaching and learning methods of the college, promotion of research activities, approval of syllabus and co-ordination of the academic and examination system of the college.

The Management Board of the college, with the Principal as the head, administers the overall functioning of the college. It fosters an effective management and ensures that quality teaching and learning takes place. The management holds consultative meetings with the HoD's and the co-ordinators/Teacher-in-charges of the departments. Monthly Staff Meetings are also held to discuss the key issues regarding the college development, implementation of policies and actions.

The various departments play a crucial role in disseminating quality education to the students. The HoD's and Co-ordinators along with the department Faculty Members take the responsibility of addressing strategic issues related to the academic activities, students progression and overall development of the students. For this, each faculty member as the Class Supervisor supervises his/her own assigned class and with the support of the Class Representatives and Vice-Class Representatives ensures the progression of the class in overall areas.

The Student Council is an instrumental body which acts as a link between the management, faculty members and the students.

The college also have different Committees and Cells, such as, Research Committees, Grievance Redressal Cell, Finance Committee, Examination Committees comprising of members from both the management board and the teaching faculty.

The Clubs and Associations of the college under the leadership of the Staff Directors and the student executive members are involved in organising extra-curricular activities and actively contribute to the different extended activities and outreach programmes of the

college.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The college has Strategic/Perspective Plan in place to help accomplish its Vision and Mission in a systematic and well-thought-out manner. Its Strategic/Perspective Plan includes-

1. Ensuring quality standard higher education.
2. To inculcate a Value System among the students and develop requisite competencies in practise.
3. To maintain a continuously good academic performance
4. To develop and execute effective teaching- learning process
5. To encourage research culture amongst the faculty and the students.

In accordance to the Perspective Plan to ensure top quality standards in higher education, the college has successfully upgraded its academic programmes. In addition to the existing courses at the Post-Graduate level, two more additional new academic programmes- Master of Arts in History and Master of Arts in Economics were introduced during the Academic year 2020-2021.

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 various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college has a well laid out plan in form of specific rules and regulations for student's admission, discipline and code of conduct. In case of the faculty members, rules for the appointment of teaching and non-teaching staff and the service rules for the overall functioning of the college are clearly laid out by the college. For the effective and efficient implementation of all these the college has an organised system which are described as below:

1. **Governing Body:** The Governing Body, with the Bishop as the Chairman and members from the management board as ex-officio members, UGC nominee, representative members from the teaching faculty, higher education, government and industrial and local bodies oversees the overall administration and functioning of the college.
2. **Academic Council:** The Academic Council is the principal academic body of the college. The Principal is the Chairman of the Academic Council and the members comprises of the management board members, three nominees from the University, Academicians from areas of Commerce, Law, Industry, Education, Sciences, Controller of Exam and four representative from the teaching faculty. The Academic Council along with the Board of Studies and Adjunct Professors is responsible for the academic quality, maintenance of the standard of teaching and learning methods of the college, promotion of research activities, approval of syllabus and co-ordination of the academic and examination system of the college.
3. **Management Board:** The Management Board as the principal body of the college manages the overall academic, finance, resource, activities and functioning of the college. The Management Board is composed of the following members: Principal as the Head of the management Board, Vice-Principal (Academic Affair) and Vice-Principal (Students' Affair), Administrator, PG Studies Co-ordinator and Dean of Science
4. **IQAC:** The Internal Quality Assurance Cell is responsible for managing and taking actions to improve the performance of the institution by adopting mechanisms and procedures for ensuring timely, efficient and progressive performance of academic, administrative and financial task. It comprises of the Principal of the College as the Chairperson, the IQAC Co-ordinator, PG Studies Co-ordinator, Dean of Science, COE, HoDs of all the respective departments, Documentation Officer, representatives from the library, office staff and the Student Council.
5. **Academic Departments:** The college have 6 departments- Department of English, Economics, Education, History,

Political Science and Sociology under the Arts Stream, 5 Departments- Department of Chemistry, Physics, Mathematics, Botany and Zoology under the Science Stream, Department of Business Administration and Department of Commerce at the Undergraduate level and 5 Departments- Department of English, Political Science, History, Sociology and Economics at the Post-Graduate Level. The respective departments are headed by the Head of the Departments and they with the help of the teaching faculties and the students strive for the excellence in academic and other curricular activities. The Academic Departments are further assisted by the Library Staff and the Laboratory Assistants.

6. Examination Branch: The Examination Branch oversees the overall evaluation process of the college. It is headed by the Controller of Examination who is assisted by the Deputy Controller of Examination, Assistant Controller of Examination and the office staff of the exam branch.

7. Student Council: The Student Council is the major student body of the college. It consists of 6 Elected Representatives, Class Representative and Vice-Class Representatives from every class and two Directors from the teaching faculty. This body act as a link between the management, faculty members and the students and coordinate the various activities of the college.

8. Committees and Cells: There are various college Committees and Cells with the objective to maintain the discipline of the college, redress the grievances if any and to address the welfare of the staff and the students.

9. Clubs and Associations: There are different Clubs and Associations such as the NCC, NSS, Red Ribbon Club, Women's Forum, Youth Net, Peace Channel and Cultural Committee etc., which oversees the extra-curricular activities of the college. Each Club and Association is lead by three or more Staff Directors and the Executive Members elected from the students.

10. Administrative Staff: The Administration of the college is bolstered by the Office Staff and the Service Staff.

File Description	Documents
Paste link to Organogram on the institution webpage	http://www.stjosephjakhama.ac.in/wp-content/uploads/2021/12/ORGANOGRAM.pdf
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Welfare Measures for Teaching and Non-teaching Staff

- **Staff Quarters:** The college has four Staff Quarters which can accommodate up to 44 staff.
- **Guest Facilities:** Guest Rooms for the visiting faculties and benefactors of the College.
- **Health Care:** Health Care Facilities by trained nurses for both staff and students.
- **Loan:** Interest free short term loans up to a maximum of Rs. 100,000 /- to regular employees for specific purposes.
- **Leaves:** Maternity leave up to three months with full pay for regular married lady staff members. Sick leave as well as Casual Leave in times of emergency are provided.
- **Health Insurance Policy** which was incepted in 2019 can cover up to Rs. 200,000/- per annum.
- **ATM/CDM facility** is available within the college campus.

- **Transportation: Bus Service** is provided for those staff residing within Kohima jurisdiction.
- **Refreshment Facilities:** Three canteens with basic amenities for staff, students and visitors.
- **Financial incentives** for those staff who present papers at Seminars and Conferences and for publication of articles and books.
- **Gratuity** was incepted in 2019 where employees can claim on completion of 5 years of service or at the time of retirement.
- **Academic Study Leave:** Regular employees who have completed minimum 3 years of service are granted leave for pre-PhD courses and are eligible to draw 50% of their normal salary during the period of leave. Those who have completed 8 years or more years of service are eligible to draw full pay during the period of leave.
- **Internet and Wifi:** Internet and Wifi facilities are provided in the college and department offices and within the college campus
- **Department Offices and Staff Rooms:** Each department is given a separate Department Room and common staff rooms for gents and ladies are also provided
- **Computer facilities and Laptop for class:** Each department is provided with department computer and laptop for taking classes is also maintained.
- **Prayer Room:** The college Prayer Room is open for the teachers, office staffs and the students
- **Library (includes E-source):** Access to library is provided to all the members of the college and e-books, e-journals are subscribed by the college
- **Stationary Facilities:** A College Stationary is maintained and stationary items are provided according to the requirements of the departments and the office
- **Conference Halls:** The college Conference Halls can be utilised by the faculty members, staffs of the college for conducting meeting, workshops, discussions, seminars etc.,
- **Filtered Drinking Water:** Filtered Drinking water facility is maintained for the staffs, faculty members and students
- **LCD projector in the class rooms and Dust-free board in the class rooms:** LCD projectors for taking classes conveniently is provided in the classrooms and only dust-free classboards are used in the college.
- **Installed CCTV:** For the safety and security of all, the college has installed CCTV in the college buildings and within the college campus
- **Separate lavatories:** Separate lavatories for Gents and ladies are provided in the college

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

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

0

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 programmes organized by the Institution for its teaching and non-teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

15

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
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

- The accounts of the College are audited regularly both internally and externally. Internal financial audits are done by the Finance Department of the Diocese and external financial audits by Chartered Accountants from Shillong.

For Financial Audit, the following documents are submitted:

- Cash Book written up to date
- Ledger written up to date
- Photo copies of Bank Passbooks updated/ Bank Statements from 1st April to 31st March of the mentioned Financial Year.
- Photo copies of Fixed Deposits renewed.
- Vouchers/Memos with supporting bills and receipts.
- Receipt Books

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

- Revenue generated from the annual / monthly fees of the students is the main source of income for the college.
- Every year the college prepares the Budget in consultation with the various Departments which is presented to the Finance Department for discussion and approval.
- Utilization of funds is done as per the approved budget by the Finance Department.
- Departmental, Clubs and Association Funds are allotted for the development expenses.
- All financial transactions are done through cash, cheque, NEFT/RTGS.
- Fees collected from the students are used for purchase of stationeries, equipments, laboratory apparatus, library books, managing developmental activities and welfare of the students and monthly salaries of the employees.
- The surplus funds are invested in Fixed Deposits to ensure financial stability throughout the year.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

IQAC as one of the major policy making and implementing unit of the college strives to develop a system for conscious, consistent and

catalytic improvement in ensuring the overall performance of the college so as to meet the standards of higher education and growing need of students. The two practices that have been institutionalised as a result of IQAC Initiatives are:

1. To ensure quality standards in higher education, the college has always strived to upgrade its academic programmes and performances. Thus in addition to the existing courses at the Post-Graduate level, two more additional new academic programme- Master of Arts in History and Master of Arts in Economics were introduced during the Academic year 2020-2021.
2. In order to support the students' educational life and to avoid loss of their academic year during the pandemic, as per the guidelines of the Central and the state government and fully following the SOPs, online classes were conducted and online exam was held. The college was one among the first in the state to conduct online class and online exam.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

To develop a system for conscious, consistent and catalytic action to improve the academic performance of the institution the IQAC adopts mechanisms and procedures for ensuring timely, efficient and progressive performance of academic, administrative and financial task. One of the steps taken by the IQAC in this regard is the monthly Staff meetings held to discuss and review the progress made and take decisions regarding actions to be taken in the coming months. Thus in the year 2020-2021, with the prevailing COVID-19 pandemic lockdown which has resulted in the shutting down of all educational institutions, the Management along with the Head of the Departments and Co-ordinators held meetings to discuss the feasibility of conducting Online Class and Exams so as to ensure the students continue learning and their academic year is not disrupted and they receive their education without fail.

Another measure taken up by the Institution is the feedback system from the students on the academic syllabus, class teaching-learning methods, performance of the faculty members and suggestions on how

to improve the system of the college.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

C. Any 2 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	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

The College is a co-educational institution and admits both male and female students with the required criteria fulfilment. As for the employment policy, the college recruits both male and female employees adhering to the required qualifications. Thus, equal platform is provided to both the genders. The College Women's Forum with its motto "Celebrating Women and the Responsibilities that come with it" organises programs and workshops on gender issues and gender awareness, Awareness programme on Women Helpline and Child Girl Education awareness etc. The College Grievance Cell Committee

takes the initiatives to address any gender discrimination, harassment issue within the college if there is any.

The college also provides facilities like separate Staff Rooms and lavatories for Men and Ladies. Measures like maternity leave for 3 months with full paid salary are provided to working mothers.

The curriculum of the college also includes papers on sensitizing and creating awareness on gender such as Women's Writing (EGC 5.1), Contemporary India: Women and Empowerment (EGC 3.5), Gender and Society in Modern India (1800-2000) (MHSC 3.2), Women and Politics (MPSC 3.4D), Gender and Violence (SOG 2.4), Sociology of Gender (MSOC 3.1) and Feminist Sociology (MSOC 3.4A). And topics on gender role in public administration, politics, family, religion, Gender History (Historiography and Research Methodology), Customary Laws and Women and Women Conflict and Peace Building are included as units of different courses as part of learning and creating awareness about gender.

The college also organises co-curricular activities on gender issues, where both male and female students are given equal opportunities. However, due to the COVID-19 Pandemic no such activities could be conducted for the Academic Year 2020-2021.

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

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

D. Any 1of the above

File Description	Documents
Geotagged 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 a maximum of 200 words)

- Dustbins/ waste boxes are kept in different areas of the college campus and also in all the classrooms for collection of regular solid wastes.
- Waste is segregated and disposed-off safely on a weekly basis in the Incinerators.
- NSS and NCC students participated in many clean-up activities in Kohima Streets, villages, College campus etc.
- The college has declared its campus as tobacco free. A set of rules and regulations have been put in place in this regard.
- World Environment Day, 5th of June is observed every year by planting of trees.
- Electronic wastes such as computers and its accessories, equipments, cables, etc are transferred to the local vendors.
- Most chemical wastes are stored in air tight reagent bottle into two categories, as chlorinated and non-chlorinated waste. Acidic and basic aqueous wastes are washed down through the drain with excess water. Non-toxic salts like NaCl, KCl, MgSO₄, Na₂SO₄ and CaCO₃ are wasted down through the drain. Most organic solvents are collected in reagents container and used for cleaning purposes. Some flammable organic solvents (Ethanol, Acetone, Acetonitrile) are collected to be used in generation of energy with lamps. Chlorinated Solvents and stored separately and incinerated. Broken glass wares are collected in cardboard boxes for land filling. Compounds containing transition metals, hydrocarbons, fluorides and nitrites are collected in reagent bottles and disposed in areas away from human habitat.
- The college targets to reduce the usage of water and avoid run-off from the campus.
- Proper drainage system is maintained to avoid stagnation and contamination of water.
- The college is committed to conserving the bio diversity and maintenance of an eco- friendly campus.

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

7.1.4 - Water conservation facilities available

C. Any 2 of the above

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

File Description	Documents
Geotagged 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**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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**

D. Any 1 of the above

promotional activities

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	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

D. Any 1of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

The college has a Grievance Redressal Committee where in case of any issues, the students can personally can take up the issue. They can approach it through the class representatives or through the Students' Council and even a Grievance box is made available in the college and provision for Online Grievance Redressal is there in the college website. There is also an Anti-ragging Cell which addresses

the issues of ragging if there is any. The college's Spring Fest is also one platform where students from different region different tribe get a chance to show case their rich diverse cultural background and learn the traditions of the others both within and outside the state. The weekly Value Education period is primarily designed with a focus on understanding the principles, values and ethics of diverse cultural and religious traditions. The College Women's Forum initiates measures such as awareness on gender equality, women's safety and security, women's health and hygiene and gender progression. The remedial class is another initiative by the college to enhance the learning skills of the slow learners and also keeps a check on their progress with the rest of the students. And to support and encourage the students as they go through challenging life transition. Mentoring Classes are also conducted, whereby the teachers extends their help to educate students beyond the classroom learning by way of guiding, counselling, instructions for right approach and uplifting of moral values.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

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

With the objective to sensitize the students, faculty members, office staffs and inculcate the values for becoming a responsible citizen of the nation the college conducts various programmes such as celebration of Independence day, observance of Indian Constitutional Day, Gandhi Jayanti and Communal Harmony day. Also, activities such as Tree plantation and Cleanliness drive under Swatch Bharat Abhiyan are conducted so as to create awareness about environmental protection and become a more responsible citizen with an attitude to protect and maintain the nation's environment. Activities such as Blood donation camp, visitation of orphanage homes, elderly homes and hospitals are conducted so as to make them aware about the social issues and become socially responsible citizens. The college curriculum is also designed in such a way that students would be educated on the matters of social values, citizen's role and responsibilities, duties as a citizen and social member and thus sensitizing them to become mature and responsible Indian citizens. The faculty members along with the students are also involved in actions of understanding grassroot local problems,

helping the needy people, spreading awareness about ethical, social and ecological responsibilities and creating platform for self growth and progress through involvement in curricular and extra-curricular activities.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
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 sensitization 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 Annual awareness programmes on the Code of Conduct are organized

C. Any 2 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 programmes, 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 as an educational institution commemorates national and international events by organising programs, activities and competitions. In reverence for the different community festivals the college declares holiday during festivals like Diwali, Durga Puja, Eid al-fitr, Christmas etc. Some of the programs and activities organised to commemorate national and international days and events are:

1. World Environment Day- 5th June, 2020: NCC girl cadets of the college observed World Environment Day by donating and distributing 500 paper bags to green grocers and street vendors at PR Hill, IOC and Mhonkhola to promote eco-friendly environment and non-plastic products. The paper bags were made by the NCC girls and the Associate NCC Officer (SW) from old newspapers, magazines, calendars, and books. 18 cadets participated in Quiz on National Environment Awareness organized by 24 NL (I) COY NCC, Kohima and an NCC Unit from Uttar Pradesh. The NCC (Boys) cadets of the college also observed the World Environment Day.
2. International Yoga Day- 21st June, 2020: In celebration of International Day of Yoga amid the COVID-19 pandemic, 12 NCC Cadets (Girls), starting from 14th June -21st June 2020 participated in making videos of performing Yogic asanas on the Yoga theme of the year, "My Life, My Yoga" and 05 cadets took part in International Yoga Video Blog Competition organized by the Ministry of AYUSH. And on 21st June, 2020 both the Boys and Girls NCC Cadets took part at the International Yoga Day.
3. International Day against Drug Abuse and Illicit Trafficking-26th June, 2020: International Day against Drug Abuse and Illicit Trafficking was observed by making 02 videos of the theme, significance and message of the day by the NCC Cadets (Girls) SUO Mhashienu Lothu and CPL Vizosunu Khatso. A video of which was published on Twitter by PRO Kohima, Ministry of Defence.
4. Fit India-17th August - 14th September, 2020: 30 NCC Girls Cadets participated in Fit India Online Campaign by making videos of themselves running, jogging, plogging, playing traditional games, walking and doing aerobics. One of the videos (by CPL Sashirenla Ao) was published by Defence PRO and was acknowledged by Shri Kiren Rijiju, Minister of State for Youth Affairs & Sports.
5. Gandhi Jayanti - 2nd October, 2020: Celebrating Gandhi Jayanti and following the request of NCC Directorate NER and NCC Gp Kohima on the launching of a campaign "Sabki Yojana Sabka Vikas" by the Rural Development Department, Govt. of Nagaland, the NCC Girls Cadets updated people in their localities/villages on important Govt. initiatives, development and welfare schemes which gave them exposure to being part of local level governance. CPL Seyiekhrienuo Tepa and CDT Elchenu Esther Kera made an awareness video each on the campaign.
6. NCC Day -21st & 22nd November, 2020: On the first day, NCC Day was celebrated at Kohima Catholic Cathedral Campus applying

all COVID-19 protocols by having a simple programme where JUO Maneni Chase chaired the function, Capt Regina Razousinuo gave the welcome note and a brief history of NCC, and SGT Seyiekhrienuo Tapa and LCPL Neisevono Zashumo presented a special number each. Poem composition and recitation competition, extempore and pencil sketch competition were held in which the winners were awarded cash prizes. On the second day, a video each on the theme of NCC Day-2020, "Spreading Awareness on Blood Donation" was made by DPL Chanreiwunghi P. Shatsang and LCPL Seyieno Rosemary Ngusangu with themselves giving the speech and another video of a poem titled "Save a Life by Giving" was presented by CDT Sharon Sorhie.

7. Indian Constitution Day- 26th November, 2020: In celebration of Constitution Day, NCC Cadets (Girls) presented the history and making of the Indian Constitution and poems through videos which were forwarded to the Unit of 1 NL Girls' BN NCC, Kohima. The NCC Cadets (Boys) also observed the Day by contributing Poem, Articles, Videos etc.
8. Communal Harmony Day-15th December, 2020: The NCC Cadets (Girls) observed Communal Harmony Day by making video poems titled "Harmony" and "A Whole Oneness". The composition of the poem and video making was done by CPL Thochirho S. Kajiri and JUO Maneni Chaste respectively.
9. Republic Day - 1st to 29th January, 2021: JUO Zuchobeni Humtsoe along with Cadet Sodziivel Meze (NCC Boys) of the college took part in the prestigious Republic Day Camp-2021 in New Delhi. JUO Zuchobeni Humtsoe was part of the All India NCC Girls' Contingent for Rajpath Armed March-past on 26th Jan. She also got the privilege to participate in Prime Minister's Rally March-past. NCC Directorate North East Region stood in the 4th position overall.
10. World Water Day-22nd March 2021: The NCC (Boys) Cadets observed World Water Day with Poster Campaign on the theme "Valuing Water" to save water at the college campus.
11. World Earth Day - 22nd April, 2021: NCC Senior Wing cadets of the college observed World Earth Day by making a poem recitation video titled "Adore Our Earth" and a dance video on the song titled "Mother Earth".
12. World No Tobacco Day-31st May, 2021: NCC Senior Wing cadets of the college observed World No Tobacco Day by creating an awareness video on "Stop Smoking, Save Your Life".
13. World Environment Day- 5th June, 2021: The College commemorated the World Environment Day by planting the State Flower Rhododendron in the college campus.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Given below is a list of some selected best practices:

1. Department of Business Administration.

1. Title of the Practice: Convergence Fest: Annual Mega Festival of the Department of Business Administration.

2. Objectives of the Practice

- To provide practical learning experiences to the students through their involvement in decision makings; to learn to work in a team; to plan, organize and manage various activities and resources.
- The concept of this practice is to create and make learning opportunities possible for the students where they can experience learning by doing things themselves.
- 3. The Context: The resources required to organize this Fest is high. To get the resources, like funding the Fest through sponsorships and finding fund generating activities are quite challenging.
- 4.The Practice: The convergence Fest is a mega event, which the Department of Business Administration has been organizing since the year 2014. It is considered beyond just festival, as the business students are empowered to plan, organize and manage the program with the supervision of the faculty-in-charges. The resources are procured by the student leaders & event in-charges themselves; sponsors are brought in to the event; panel of judges, experts and performers and artists are engaged; students take responsibility in creating platform/learning opportunities for themselves as well as for others (including the many Departments from within the College as well as other Colleges from within the State).
- 5.Evidence of Success: The year-wise participation and

publicity is overwhelming. The positive responses/feedbacks received from the many participants as well as from the members of the Department and the College say a lot about the outcome of the Fest. The success and the results of the Fest indicates that: the students are capable to make right decisions; manage resources efficiently; understands the business concepts, principles and practices as is reflected in their planning and execution, etc.

- 6.Problems Encountered and Resources Required
- Problems encountered: To find sponsors, collaboration with bigger agencies, logistics, etc.
- Resources required: More funds required as the Convergence Fest grows bigger, materials, etc.

B. Department of Botany

1. Title of the Practice: Gardening- Medicinal Plants and Floriculture

2. Objectives: To help students gain knowledge, experience and practice the different methods of propagation of different plants and understand the basic physiology, metabolism, growth and development of plants. Also, to enhance their knowledge of the medicinal properties of plants they cultivate.

3. The Context: As students of Botany Honors paper there is the need to make students get a hands-on practice on handling and cultivating plants which allows them to further develop a system of gardening of various plants, providing them with necessary and basic skills of gardening as well as understanding the process of growth and development of plants.

4. The Practice: In this system of gardening practice, the students are allotted their own respective plots comprising of medicinal plants or flowers. Once allotted the students will have to take care of the plants in their plots and perform daily duties like watering, weeding, pruning etc. They are also given the liberty to bring in new plants and propagate in their plots. This practice is performed for 2 semesters (i.e., 1 year) by each student.

5. Evidence of success: At the end of their duration of gardening allotted to them the students tend to directly observe the life cycle of plants and also improve a lot in their gardening skills. Also, since the start of this practice, the number of medicinal plants has increased and is thriving well.

6. Problems encountered and Resources required: Lack of appropriate gardening tools, more area to expand the garden and a greenhouse to grow certain species of flowers that needs special condition to thrive well.

C. Department of Chemistry

Ever since the deadly pandemic hit the world, people have been affected by it directly or indirectly. The magnitude of the pandemic was such that it brought everything to a halt and there was a urgent need to curb its spread. At the same time there was a need to continue essential economic and lifesaving activities. The institute was no exception as regular classes were stopped, offline exams were not conducted and all other offline activity had to be closed down. WHO and the government authorities with the help of media, posters, etc., were trying to educated everyone regarding the pandemic and to prevent it and so the department of chemistry also decide to help the college and the people around. Hand sanitizers were made with the resources available following the guidelines of the medical experts. The department has been distributing hand sanitizers to other departments of the college and has also been maintaining (fill, refill) the supply of sanitizers, setting up sprays in and around the college campus. The departmental was also helping out in ensuring that the College campus was reopened only after proper inspection and allowance from the district task force maintaining all S.O.P's to prevent and curb further spread of the pandemic.

D. Department of Political Science

1. Title of the Practice: Mini -Parliament

2. Objectives of the Practice

- To help students understand the Parliamentary procedures
- To help develop democratic values and participation in the decision making process among the students
- To make students aware of the problems and issues facing the nation
- To develop students in the technique of debates, group discussion and problem solving ability
- 3.The Context
- Not every student gets the opportunity to participate in the debate
- Time constraint- too many issues and very little time
- 4.The Practice: Mini-Parliament is a unique activity of the department. It engages the students in debates and discussion which improves their leadership quality, communication skills,

critical thinking ability and helps in problem solving ability. It also helps students understand the numerous issues and challenges that confront the country and society at large. It boosts the confidence and help them express in an articulated manner.

- 5.Evidence of Success: The active participation of the students and the teachers clearly indicates that the Mini-parliament is a successful activity of the department. In the process, the students are familiarized with various political and social issues of the country. They are able to understand the parliamentary proceeding and develop an insight into the working of the Parliament
- 6.Problems Encountered and Resources Required: The main challenge is financial constrain. Separate budget should be allocated by the intuition to the department to conduct such mega event.
- E .Department of Zoology

1. Title of the Practice: Maintaining fish pond
2. Objectives of the Practice: To provide knowledge, experience and practice the different feeding and rearing methods of ornamental fishes and understand the basic morphology, physiology, metabolism, reproduction, growth and development of fishes and also to let them understand the various physical and chemical factors influencing fishes; to provide the learning opportunity where they can put their knowledge into practice.
3. The Context: The resources required for the practice of fishery especially land resource.
4. The Practice: The department involved the final year students in maintaining the pond year after year. The students carry out the experiments of analyzing water sample for its change in pH, temperature, alkalinity etc by themselves. Students take responsibility in cleaning the pond every week and feeding fishes daily. Students get to use their knowledge acquired from the courses into practice, experience and learn it themselves. The practice is unique as it makes them conscious about the importance of aquatic biota and how it can be a source of sustainable livelihood by enhancing their skills.
5. Evidence of Success
 - The students understood more about the fishes and their environment.
 - Their skills are much improved.
 - The students also show enthusiasm and interest in having their

own fisheries and entrepreneurship in the future.

- 6.Problems Encountered and Resources Required
- Problems Encountered- Lack of land resource for the expansion of fishery pond
- Resources Required- Land for expansion, more equipment and tools.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The vision of the college is to impart higher education to the students and help in the diffusion of knowledge and advancement of educational activities in all branches including vocational, technical, professional, cultural, social and moral education. Thus, one of the main objectives of the college is to provide quality higher education to students belonging to STs, SCs, OBCs and Minority groups along with other students. To meet this objective, the college is established in a rural area surrounded by tribal population and 99 percent of the students in the college belong to Schedule Tribe. The location of the college in Nagaland, a state dominated by tribal population enables students to get higher education at the minimum cost. The college also provides fee concession to the economically less privileged students. And in order to ensure that the students avail to the scholarship provided by the State and Central government the college has appointed an Office staff for the said purpose. The college also runs three hostels for the girls and two hostels for the boys so that the students from different districts and regions can stay secure and study with minimum expense.

Presently the college has 6 departments in Arts section at the undergraduate level and five departments at Post Graduate level, and 5 departments in Science section, B.Com and BBA at the undergraduate level. With the achievement of Autonomous status, the future thrust of the college is to start Ph.D courses and attain Deemed to be

university status.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year**Plan of Action for the next academic year**

1. To introduce more diploma and certificate course focusing on employability and skill development
2. To promote more research oriented activities such as writing scientific papers, taking up projects etc
3. To encourage Faculty Members to attend more seminars, workshops, conferences and FDP programmes
4. To motivate Faculty Members to pursue higher education and conduct independent research.
5. To increase the college and the students interaction and relation with the alumni
6. To ensure access toe-resources for all the students, faculty members and the members of the college.