



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

St. Joseph's College (Autonomous)

- 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.
- Mobile No. (Principal) **9436437544**
- Registered e-mail ID (Principal) **stjosephc@gmail.com**
- Address **P.B. No 39, Kohima-797001, Nagaland**
- 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 **Dr. Hormila G Zingkhai**
- Phone No. **9862709775**
- Mobile No: **9862709775**
- 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/2022/12/AQAR-2020-2021.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/2022/12/calendar-2021-22.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	2.74	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 4

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

- If yes, mention the amount

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

1. The IQAC in collaboration with the different departments, colleges and organisations has organised National Webinars and conferences.

a. Organized a National Webinar on "Holistic Development of Learners in the Current Context: Role of Educators" in collaboration with Kristu Jayanti College, Bengaluru, Karnataka and Nagaland College Principal's Association, Nagaland. b. Organised National Webinar in collaboration with the different departments of the college. c. An international multi-disciplinary e-conference on the topic "Changing Narratives in the Learning Curves Peri-Pandemic" was organised by the Post-Graduate Studies of the College. d. An International webinar on the topic "What can you do with Science: A Career Guidance for Science Graduate" was organised by the School of Sciences in collaboration with IQAC. Apart from these the IQAC collaborated with the different departments of the college and organised National Webinars.

2. Career Guidance Webinars and Seminars were conducted for the students, especially the final year students.

3. Extension services and community outreach programmes were conducted by different departments and Clubs and Associations under the directives of the IQAC

4. Two days Faculty Development Programme on the topic "Teaching Learning Process: Objective cum Outcome based Educational Approach" was organised by the IQAC for the faculty members of the college.

5. Innovative Undertakings such as assembling of Newtonian Telescope by the faculties and students of Department of Physics, Oikos of Albino Mice undertaking by the Department of Zoology and launching of Eco-friendly Newspaper Pencils by Mr. Keneisezo Thomas Belho, M.A (Sociology), 3rd Semester were undertaken by the college in the Academic Year 2021-2022.

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
To organise a National Webinar by IQAC, SJC(A)	IQAC successfully organised a National Webinar on
Re-opening of offline/online classes	1. Due to the ongoing pandemic classes for UG 3rd & 5th Semester were resumed online from 7th July, 2021. 2. Online classes for the 1st semesters of both UG and PG started on 16th August 2021 3. Final Exam was conducted online for the PG 2nd Semester in the month of August after which the classes for 3rd semester resumed on 9th September, 2021
Orientation for Freshers (1st Semester Students)	1. Orientation for the 1st semester students of Science stream was conducted on 26th August, 2021 in the College Auditorium. 2. Orientation for the 1st semesters students of UG Arts stream was conducted online on 30th August, 2021. 3. Orientation program for BBA, B.Com 1st semester students was conducted on 23rd September, 2021 4. Orientation for PG 1st semester students was conducted on 28th September, 2021
To organise International Seminar/conference	An international multi-disciplinary e-conference on the topic "Changing Narratives in the Learning Curves Peri-Pandemic" was organised by the Post-Graduate Studies of St. Joseph's College (Autonomous), Jakhama, Nagaland in collaboration with Veda Vignana Academic and Research Centre, Hyderabad and Ochre (India),

	Mumbai, on 10th and 11th September, 2021
IQAC in collaboration with the different departments to conduct Department-wise Webinar	The IQAC in collaboration with the different departments of the college organised the following Webinars: 1. Two Days National Webinar on
To organise Career Guidance Programme for the Students	The following Career Guidance Programmes were organised for the Academic Session 2021-2022: 1. Career Guidance programme was organised for the department students by the Department of Physics on 18th March, 2022. 2. Career Guidance seminar on "Skill Development & Overseas Employment" was organised by Placement Cell, St. Joseph's College (Autonomous), Jakhama in collaboration with Emporium Training and Consultancy Pvt. Ltd on the 28th March, 2022. 3. Career Guidance Webinar for the department students was organised by the Department of Mathematics on the 29th March, 2022. 4. Career Guidance Seminar on the theme "Career Guidance in Higher Education" for the department students was organised by the Department of Zoology on the 30th March, 2022. 5. Career Guidance Seminar with the theme "Motivational Talk on Botany" for the department students was organised by the Department of Botany on the 30th March, 2022. 6. Career Guidance Webinar for the department students was organised by the Department of Chemistry on the 31st March, 2022.
To introduce the following Employment and Skill Development	Due to no/low enrollment the mentioned courses were not

<p>Programmes in the Academic year 2021-2022: 1. Diploma in Cosmetology: 30 Seats. 2. Diploma in Music: 50 Seats. 3. Certificate in Home Nursing/ Home Health Care: 30 Seats. 4. Certificate in Computer Hardware and Networking: 15 Seats</p>	<p>introduced. However, the diploma courses introduced earlier were continued.</p>
<p>To conduct extra- curricular activities and organise programmes that would enable the students to explore the world and learn about it, to inculcate in them the sense of giving back to the community and to enable them to use their talents and skills to express their views and abilities.</p>	<p>For sensitising students to social issues and to inculcate in them the sense of giving back to the community, to expose them to alternative learning and develop their life skills various activities and programme were conducted by the college: 1. The college participated as well as organised different activities like Freedom Run, Essay Competition, Rashtra Gaan, Declamation Competition to commemorate the 75 years of Azadi Ka Amrit Mahotsav 2. Social service and community outreach programmes, Cleanliness campaign, Biodiversity Walk, Extension programmes were conducted. 3. International and National Days of importance were commemorated. 4. Innovative undertakings such as Mushroom Cultivation, rearing of "Oikos of Albino Mice", and Assembling and Building of Newtonian Telescope by the students were undertaken by the college. 5. Interdisciplinary Panel Discussions on topics such as "Understanding Russia- Ukraine Crisis: Global implication", "Deconstructing the Challenges of the Unemployed among the educated Naga Youth" and Orientation Programme on how to crack University Grant</p>

	Commission - National Eligibility Test (UGC- NET) etc., were organised.
To organise Faculty Development Programme	A two days Faculty Development Programme on the topic "Teaching Learning Process: Objective cum Outcome based Educational Approach" was organised by IQAC on 8th & 9th April, 2022
To introduce new courses for Employment and Skill Development Programmes in the Academic Year 2021-2022	The proposal to introduce new courses for Employment and Skill Development could not be implemented because of the Online/ Offline classes being continued due to COVID-19 Pandemic conti
To carry forward the infrastructural development according to the need of the institution	All infrastructural development proposals were successfully completed.

13. Was the AQAR placed before the statutory body? **No**

- 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**

- Year

Part A

Data of the Institution

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<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	
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13. Was the AQAR placed before the statutory body?	No
<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
2021-2022	15/02/2023

15. Multidisciplinary / interdisciplinary

The College offers multidisciplinary courses under Arts, Science, Commerce and Business Administration programmes. Altogether 6 programmes in the undergraduate level and 5 programmes in the postgraduate level are offered under Arts discipline, 5 programmes in the undergraduate Science discipline, Bachelor of Commerce and Bachelor of Business Administration are offered by the college. The details of the different programmes offered are: B.A (Economics), B.A (Education), B.A (English), B.A (History), B.A (Political Science), BBA, B.com, B.Sc (Botany), B.Sc (Chemistry), B.Sc (Mathematics), B.Sc (Physics), B.Sc (Zoology), M.A (English), M.A (Economics), M.A (History), M.A (Political Science) and M.A (Sociology).

Additionally all the mentioned course follows the Choice Based Credit System (CBCS), thus providing the students with the opportunity to select Generic Elective Paper/ Choice Based Credit Transfer Paper from another department, thereby enhancing their academic learning and quality of education.

16. Academic bank of credits (ABC):

17. Skill development:

The college offers courses on Employment and Skill Development Programmes such as Diploma Courses on Stenography and Typing, Tourism Management and Computer Concept and Networking. Apart from these courses, every programme curriculum includes Ability Enhancement and Skill Enhancement courses, and as part of the courses practical classes, field work, internships and projects are included as part of the curriculum which aid in equipping the students with the required skills in employment sectors and with various life skills and helping them in their overall development.

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

The medium of teaching in the college is English which is one of the official language of India. For the integration of the Indian

Knowledge System, the curriculum of the different programmes offered by college includes courses on Indian history, Indian Writings, Indian Political System, Indian Society, Indian Economics, India's Biodiversity and Environment, Gender Relations in India, Indian Women, the Religions of India and the World, India's Foreign Policies and the contemporary issues and concerns of the Nation are part and parcel of the classroom discussions.

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

The institution in accordance with the nation's education quality prepares curriculum which is student learning-centric and will have the maximum benefit for the students as well as the nation through the contribution of the graduate and post-graduate students. The curriculum of the institution is not only concentrated on the formal education but also focuses on imbuing the students with values and skills that could help them become responsible citizens and an asset for the society, thereby contributing to the nation's development. Thus, the objective of the college is to help students become masters of their own subject at the same time become educated and responsible citizens who can contribute to the nation's progress.

20.Distance education/online education:

The college does not provide any distance/online education. However, the college has an IGNOU Centre Office in the campus which in collaboration with Indira Gandhi National Open University (IGNOU) offers distance education courses to the students, staff and any individual from the neighbouring villages which they can avail according to their subject of interest.

Extended Profile

1.Programme

1.1 21

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 4445

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2

1556

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

4080

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

90

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

107

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1 21

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1 4445

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 1556

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 4080

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1 90

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	107
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	107
Number of sanctioned posts for the year:	
4.Institution	
4.1	4400
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	61
Total number of Classrooms and Seminar halls	
4.3	185
Total number of computers on campus for academic purposes	
4.4	86,92,326.74
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. 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. Thus, each programme curriculum is designed with the objective to increase the student's knowledge of the specific course and at the completion of the whole programme the students have knowledge about the wide range of emerging areas in the field and are capable to carry out research, analyse, critically examine, interpret and explain the subject concerned and are able to think beyond their comfort zones and equipped to face the challenges of life.

Thus the curriculum of the college 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.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	Nil

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

NIL

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

28

File Description	Documents
Curriculum / Syllabus of such courses	View File
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	No File Uploaded

1.2 - Academic Flexibility

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

0

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

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	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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 college offers different disciplines with an objective to

cater to the wider needs of the students as well as include those areas where they can be a human resource to the society. The students are offered courses on society- its emerging trends, images and realities, political and economic processes in the local, national and global context.

Provision on understanding gender, ethnicity or identity, its relation to power and resistance is made, thus creating awareness and equipping the students with informed inputs for making pragmatic, ethical and effective choices. Core debates on environment, the approaches, environment and society, sustainable living etc., is integrated for better understanding of the environmental issues in India as well as globally. The college also offers courses that aim at imbibing sound knowledge of professional ethics that would enable the students to act accordingly with professionalism and be a support system towards the society.

In addition, value education classes on moral values, right approach to living, right conduct are conducted with the aim to make the students responsible and sensible citizens at the same time creating the opportunity for the students to voice out their views and be plausible.

Moreover, the college has integrated not only in its curriculum these cross-cutting issues but as an educational institution the college has been upholding ethical practices, human values, gender equality, green and clean environment and sustainability which has been vital in the growth and progress of the college.

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

3

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

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

101

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

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

957

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

B. Any 3 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://www.stjosephjakhama.ac.in/iqac/
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

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	http://www.stjosephjakhama.ac.in/igac/
Any additional information	No File Uploaded

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

1549

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)

4420

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.

To assess the students' learning level the college incorporates different methods- External Assessment which comprises of Exam and Internal Assessments like tests, presentation, group discussion, assignment, practical classes and internship programme. Such means helps in assessing, identifying the learners and adopting different measures to cater to the needs of the students in best possible ways. The Class Supervisors

monitor the student's performance and accordingly, remedial classes for the slow learners are conducted and also keep check on their progress with the rest of the students. Extra notes and materials are given and they are mentored and extended help whenever they need. The mentors also identify those mentees who are weak and slow in learning, and assist them in their academic difficulties as well.

The advanced learners are also encouraged to meet the teachers, who provide them with guidance. In order to build on their quest, advanced problems related to the syllabus are given to be solved to enhance their understanding capacities and improve their skills. 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 examinations. Departmental Awards, Governor's Gold Medal Award and the different Meritorious Awards on the Annual Graduation Day are ways 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
01/07/2021	4445	107

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 incorporates teaching-learning methods where students are engaged in different experiential and participative

learning activities whereby they can enhance their learning capacity and experiences. The various modes of participative reflected in the college curriculum and its practices for participative learning are- Assignments that help develop the student's analytical capabilities and writing skills. Book/Article Reviews to inculcate the reading habits in the students and to develop their comprehensive ability. Presentation: To boost the confidence level and communication skills of the students. Additionally group discussions, recitations, plays, debates, workshops that help them develop collaborative skills and to help them express their creativity freely are integrated. Apart from practical experiments students from Departments of Sciences are involved in maintaining Botanical Garden, apiaries and aquarium. At the Masters level dissertation writing and documentary making is encouraged. Peer learning is also encouraged as the senior students share their experience and knowledge with their juniors thus enhancing their learning experience. The college also organizes syllabus based field trips and educational tours for the students.

For experiential learning, activities such as class worksheets, assimilation of innovative project ideas based on locally available resources for entrepreneurial start-up and Internship for hands-on learning experience are conducted.

In the problem-solving method, various platforms such as composing songs, video presentation, poem, essays, poster campaigns, sketching and painting are employed through which the students addresses the issues facing the society and share how to bring change as a responsible citizen of the society.

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

The college provides various innovative tools, equipments and gadgets in the class rooms, department offices and laboratories to enable effective teaching and learning both in physical and virtual class. Some of the ICT-enabled tools provided by the college and utilised by the faculty members for effectiveness in

imparting education are:

- Classrooms are furnished with LCD Projectors
- Each department is provided with a computer and a printer.
- Wi-Fi connection is provided within the campus.
- Computer Lab for the students has been set up.
- 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 such as Inflibnet, Sage etc.
- Classrooms 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 mode of teaching-learning process where technology and virtual platforms plays an important role in effective teaching, the College management and the faculty members used platforms like Google Meet and Zoom Meetings to conduct Online Class, webinars, give live lecture and interact with the students. Digital media like Email, Whatsapp, Google Classroom and Telegram are also used to assign assignments, disperse reading materials and 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	Nil
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

107

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 for each Academic session. For this purpose, all the departments, Clubs and Associations submit the action plan for the whole academic session to the office of the Vice-Principal of 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 extracurricular 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, External members of IQAC, members of the Governing Board, Board of Studies and Academic Council as well as uploaded in the college website.

The college follows a consolidated routine as it needs to accommodate both the UG and PG programmes. Hence, the respective Heads of the Department and Co-ordinators are responsible for the timely completion of the course including the Internal Assessments and departmental curricular activities. And the Directors of the different Clubs and Associations are obligated to ensure the successful implementation of their respective Clubs and Associations Action Plan.

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

107

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

21

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)

93

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

30

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, continuous and comprehensive evaluation is conducted in the form of Internal Assessment, Internal Exam and External Exam. The College had conducted Six End Semester Examinations for Undergraduates Section and Four End Semester Examinations at Post Graduate Level during the academic session July, 2021 to June, 2022.

Information and Instructions regarding examinations, requirements of necessary certificates and documents are disseminated to faculty members and students through e-mail and other online platforms.

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 Departments along with the Board of Studies of the Departments 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 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. The details of the syllabus of each programme and course are uploaded in the college website and the faculties and students are aware of the same.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://drive.google.com/file/d/1y05pvM6UcP_82Jp81Wa3-Y8vSX8RHIvG/view

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

Continuous and comprehensive evaluation is done regularly at both the Under Graduate and Post Graduate level to know the attainment of Programme Outcomes and Course Outcomes. The methods currently in use are described as under:

1. Internal Assessments and Methods used- 30 Marks: Internal assessments encompasses various areas that are relevant to the POs, PSOs and COs which are assessed using various methods such as Presentations(individual and group), Field

Works, Group discussions, research based assignments, reviews, written class tests and structured internal written exams.

2. External Assessment and Methods used- 70 Marks: To supplement the 'Internal Assessment' as well as to provide complete approach for achievement of the COs, POs and PSOs, the Department/College also uses External Assessment methods. Methods used in this includes:- External End Semester Examinations, Internship and Project writing, Comprehensive viva-voce, etc.
3. Other Methods: Ancillary activities such as Educational and Industrial Visits; active participation in inter-collegiate and inter-department competitions; attendance at academic and extra-curricular related events/programs organised by the government and private organisations from time to time and students entering into jobs and universities for higher studies post their completion of programme. In addition, workshops, open forum discussion, debates, etc., are conducted through which the thinking process, skill and knowledge to solve problems of the students are assessed and via co-curricular activities behavioural outcome of the students are assessed

The analysis of students' performance in the mentioned evaluation method aids in assessing and knowing the levels of attainment of POs, PSOs and COs.

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

1383

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

<http://www.stjosephjakhama.ac.in/igac/>

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

The college grants study leave of six months duration for pre-PhD course to a regularised faculty who has served the college for a minimum of three years. Study leave of not exceeding one year duration is granted to a regular teacher for PhD field work, dissertation and defence of thesis with 50% of normal salary if she has completed five years of regularised appointment. However a faculty who has completed eight years or more of service in the college can avail full pay during the period of study leave. A double increment (one increment in addition to the yearly increment) is awarded to the faculty members who possess PhD at the time of recruitment or those who clear them during their service in the college is another way of facilitating and encouraging research among the faculties. There is also a provision for financial incentives for those who present papers at seminars and conferences and for publication of articles and books as fixed by the management. The college also has SEED Fund which the faculties and the departments can avail for any research and innovative project.

Moreover, to inculcate the culture of research among the students, project and dissertation writings are included as part of the curriculum and the students are supervised by the faculty

members in all these research based academic exercises.

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)

18240

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
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	View File
Any additional information	View File

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)

NIL

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.

The college is yet to set up any concrete centre for research though it is included in the future thrust of the college. However, innovative initiatives such as assembling of Newtonian Telescope, undertakings of "Oikos of Albino Mice" by the Department of Zoology, activities based on entrepreneurship are encouraged among the students and enterprising initiatives such as launching of eco-friendly products of paper pen and pencils by a Post-graduate student from Department of Sociology are encouraged and supported by the college. Also community orientation such as training the nearby villagers for mushroom cultivation, extension programmes to nearby schools and institutions are conducted by the college.

File Description	Documents
Upload any additional information	View File
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

36

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

5

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

4

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

1

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

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

1

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 college carries out different activities in the neighbouring areas and villages so as to sensitise the students about the social issues and get a hands-on experience of the real images of the society. Thus, extension activities and outreach programs based on social affairs, gender issues, environmental concern, health conscious actions, educational based programmes and awareness about the local, national and international matters were conducted by the students under the supervision of the faculty members. Such activities were conducted so as to create awareness among the students, learn from the practical experience and equip them to excel in their work and serve the society better. At the same, these activities were conducted keeping in mind the communities who are also the stakeholders in the learning process in the society. It was with the understanding of an underlying exchange process between the communities and the students where the communities share the knowledge of their society, culture and everyday lives which get the students educated about the real image of the world and the students would help create awareness among the communities about the issues and concerns that it is taking place in the social, economic, religious and political spheres. Thus, such activities and exchanges help both the students and the communities to learn from each other which would enable both to take conscious decision and take proactive actions.

File Description	Documents
Upload any additional information	View File
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)

29

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

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

2119

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

1

File Description	Documents
Copies of documents highlighting collaboration	View File
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)

7

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
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.

The college has well established infrastructure for teaching learning process.

- Out of 62 classrooms a total of 53 classrooms in the 3 blocks (Arts/Science/PG Block) are equipped with white boards and LCD Projectors for better teaching-learning ambiance.
- WIFI connections are provided 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 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 of each block and 16 laptops.

- Two (2) libraries, one at the Main Block and the other at the PG Block. 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 is 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.)

The college maintains well established infrastructures to facilitate the development of games and sports, co-curricular activities and cultural events. The facilities are as follows:

- Indoor Stadium with a total area of 13,984sq.ft was established in 2014 which is mainly used for formal programmes and events and indoor sports activities. It has three badminton courts and space for Basketball apart from which different activities like arm wrestling etc are also played. 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.
- The college has a big open ground which has a football field, a volleyball court and a cricket practice pitch. It is surrounded by an 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

52

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)

86,92,326.74

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 which 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. It maintains books from different streams and 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

B. Any 3 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)

5,99,212.00

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

1143

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, the college has 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.

The college also 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
86	86

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)

47,92,413.74

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.

Ø The college has 62 classrooms out of which a total of 53 classrooms in 3 blocks (Arts/Science/PG Block) equipped with LCD Projectors for better teaching-learning ambiance.

Ø WIFI connections to strengthen instructional facilities.

Ø Five laboratories for Chemistry, Botany, Physics, Mathematics and Zoology with the required instruments and apparatus.

Ø 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.

Ø 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.

Ø The college provides clean drinking water facilities to all the staff and students.

Ø The college provides buses for teachers and students travelling from nearby villages and Kohima.

Ø The college has got three generators to support any electricity failure.

Ø The college provides facilities for Xerox, binding and printing for staff and students.

Ø The college has four staff quarters for teaching and nonteaching staff.

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

Ø The college has an Indoor Stadium, which is mainly used for formal events and indoor sports activities. Besides, an Auditorium which is utilized for indoor games as well as cultural activities. The college also has Cricket Practice Pitch, Basketball Football and Volleyball 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

3830

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

84

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 Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology B. Any 3 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
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

2793

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)	View File

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 A. All of the above

with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

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

267

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

19

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

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

25

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

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 responsible for taking up the student's welfare and addresses the students' queries, grievances and student related matters. They also ensure that the students maintain discipline, aids during the college admission and any other events. The Student Council has two Directors from the Faculty Members to guide and aid the Council members. The Council members also represent the college in events 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 student executive members who are responsible for organising and plays active role in the various activities of the college. 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.

Thus, Student Council help in setting the ground works for all activities and provides immense support to any form of work in the college. They play an important role as the intermediary between the students, the Management and the faculties and work to promote the interest of students and also intimate the students about any subjects that concerns them.

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

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

28

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. 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. Moreover, the Alumni Association is actively engaged in organising different career guidance programmes whereby the prominent alumni orients the students about the opportunities and advantages of the different professional fields. The Alumni's support is also evident in their active participation during all the college events such as the College Fresher's Day, Graduation Day or any other important function. Besides, a good number of the teaching faculties are college alumni, thus their

support is constant.

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- i. Academic Vigorosity by maintaining the academic standards in accordance with the national framework and changing academic and social benchmarks. ii. Resource Mobilisation. iii. Effective Utilisation of Human Resources by enabling the students to develop their potentials to the fullest

and become productive and responsible citizens of the country. And also by encouraging and supporting the faculty members to enhance their academic proficiency in accordance with the contemporary benchmark and iv. Overall Efficiency Enhancement by fostering institutionalize innovative and best practices in the workplace by maintaining a transparent and decentralized working environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://www.stjosephjakhama.ac.in/vision-and-mission/

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 participating actively in the college administration and functioning.

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

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

The Management Board administers the overall functioning of the college. It fosters an effective management and ensures that quality teaching and learning takes place.

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. Each faculty 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 Clubs and Associations of the college under the leadership of the Staff Directors and the student executive members actively contributes to the different extended activities and outreach programmes of the college

The college also has different Committees such as Research and Development Cell, Internal Complaint Committee, Finance Committee, Examination Committees.

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-throughout 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 practice.
3. To maintain a continuously good academic performance continuous and comprehensive evaluation is practiced.
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 upgrades its academic programmes and achievements through its maintenance in

accordance with the national framework and changing academic and social benchmarks. At the same time to enable the functioning and achieving the academic benchmark, the college provides and maintains the various infrastructure and facilities required and gives the needed logistic support.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.stjosephjakhama.ac.in/profile-of-sjcj/
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 is recognized by the UGC under section 2 (f) and 12(b) of the UGC act 1956. The college has specific rules and regulations for student's admission, discipline and code of conduct, appointment of teaching and non-teaching staff and the service rules for the overall functioning of the college. For the effective and efficient implementation of all these the college has an organised system which are:

The Governing Body oversees the overall administration and functioning of the college.

The Academic Council along with the Board of Studies is responsible for the academic quality and maintenance of the standard of teaching and learning process.

The Management Board manages and administers the overall functioning of the college.

The Internal Quality Assurance Cell is responsible for managing and taking actions to improve the performance of the institution and maintain the standard of the college.

The Academic departments headed by the Head are aided by the coordinators, the faculties and the students.

The Examination Branch oversees the overall evaluation process of the college

The Student Council acts as a link between the management, faculty members and the students.

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

Each Club and Association is lead by Staff Directors and the Executive Members elected from the students.

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	View File
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) Documen	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

- The College has four Staff Quarters which can accommodate up to 44 staff.

- Health Care Facilities by trained nurses for both staff and students.
- Interest free short term loans up to a maximum of Rs.100,000 /- to regular
- Maternity leave up to three months and Paternity Leave upto seven days with full pay and Sick Leave as well as Casual Leave are provided.
- Health Insurance Policy and Gratuity are provided.
- ATM/CDM and CCTV facilities within the college campus.
- Bus Service is provided for those staff residing within Kohima jurisdiction.
- Three canteens with basic amenities and drinking water facilities for staff, students and visitors.
- Financial incentives are provided to the staff for paper presentation at Seminars and Conferences and for publication of articles and books.
- Academic Study Leave for pursuing higher studies are granted
- Faculty Development Programmes, Orientations and Professional Development Programmes are organised for both the teaching and non-teaching staff for the progression in their career.
- Internet and Wifi facilities , laptops and PCs, LCD Projectors and dust-free boards are provided
- Separate Department Room and common staff rooms and separate lavatories for gents and ladies are provided
- The College Prayer Room is open for the teachers, office staffs and the students
- Access to library and college Stationary provides items according to the requirements of the departments and the office

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
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.)

86

File Description	Documents
Summary of the IQAC report	View File
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. Financial audit is done at the level of department, Clubs and Association which is submitted to the Administrators office with all the details and required

documents. In addition, internal financial audits of the college account is 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:

1. Cash Book written up to date
2. Ledger written up to date
3. Photo copies of Bank Passbooks updated/ Bank Statements from 1st April to 31st March of the mentioned Financial Year.
4. Photo copies of Fixed Deposits renewed.
5. Vouchers/Memos with supporting bills and receipts.
6. 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)

NIL

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

The college has a Finance Committee comprising of four members and chaired by the Principal. The Finance Committee plans and accounts the budget for the college and makes recommendations for short term financial plans and reviews the longer financial plan based on the requests made by the various bodies of the college like the IQAC, Examination Section, Construction Committee, departments, and the library. Some of the measures

undertaken for mobilization and optimal utilization of the college finance are:

- 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 Committee for discussion and approval.
- Utilization of funds is done as per the approved budget by the Finance Committee.
- 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 institutionalized as a result of IQAC Initiatives are:

1. In order to ensure a holistic learning education, the practice of learning through active participation in the community were revived and carried forward by giving back to the community through extension activities and outreach

programmes to the nearby schools and neighbouring village and innovative initiatives.

2. Keeping in view the global environmental issues, the IQAC supports initiatives which are environmental friendly and locally conscious actions and encourages students to be more conscious and contribute towards the local and global environment. Thus, environmentally conscious practices were consolidated in the college and within the surrounding areas through practices such as clean campaign, tree plantations and launching of Eco-friendly Kenbel Newspaper Pencils by one of the Post-Graduate student from the Department of Sociology.

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, in accordance with the monthly Staff meetings held to discuss and review the progress made and decisions taken regarding actions to be taken, the IQAC coordinates and plans the actions to be carried forward. With the prevailing COVID-19 pandemic lockdown in 2020-2021 which continued till the mid of the academic year 2021-2022, the Management along with the faculties worked to ensure the students continue learning and their academic year is not disrupted and they receive their education without fail, at the same time took measures to make certain that everyone is protected and safe. To further enhance the learning process, the IQAC collaborated with the different departments to organise webinars and online programmes for a better connectivity with the different academic institutions and organizations which would benefit both the students and the faculties.

Another measure taken up by the Institution for reviewing the teaching-learning outcomes is the feedback system from the

students, faculties, Alumni, office staff on their respective areas like academic syllabus, class teaching-learning methods, performance of the faculty members, administration, benefits from the college 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)

B. Any 3 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	View File
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.

The College Women's Forum with its motto "Celebrating Women and the Responsibilities that Come with It" organises programs on gender issues and gender awareness, Awareness programme on Women safety, Women Helpline and Child Girl Education awareness. The NCC Girls Cadets wings of the college are trained and given opportunity to participate at different activities and has excelled both at the state and the national level as well. The College Internal Complaint Committee takes the initiatives to address any gender discrimination, harassment issue within the college. The college also provides facilities like separate Staff Rooms and lavatories for Men and Ladies. Measures like maternity leave for 3 months and paternity leave for 7 days with full paid salary are provided.

The curriculum of the college also includes papers on sensitizing and creating awareness on gender such as Women's Writing, Contemporary India: Women and Empowerment, Gender and Society in Modern India (1800-2000), Women and Politics, Gender and Violence, Sociology of Gender a Feminist Sociology, Gender History (Historiography and Research Methodology), Customary Laws and Women and Women Conflict and Peace Building. The college also organises co-curricular activities on gender issues, where both male and female students are given equal opportunities.

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

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

C. Any 2 of 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 campaigns and activities in Kohima Streets, villages, College campus etc.
- 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. Most organic solvents are collected in reagents container and used for cleaning purposes. 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 in the Institution: Rain water harvesting Bore well /Open well recharge

B. Any 3 of the above

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:

B. Any 3 of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

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:

D. Any 1 of the above

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental 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	No File Uploaded
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 academic and administrative activities promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities which is evident in the policies and rules and actions of the college. Apart from this, the

curriculum also includes courses and topics that addresses national and the world issues of harmony and cooperation and seminars, lectures, workshops to sensitise the staff, students on inclusivity, integration and solidarity of the society are being conducted. 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 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. Furthermore, for inclusive practice in the college, it has a Grievance Redressal Committee where in case of any issues, the students can personally can take up the issue. There is also an Anti-ragging Cell which addresses the issues of ragging if there is any. The weekly Value Education period is primarily designed with a focus on understanding the principles, values and ethics of diverse cultural and religious traditions. 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 Republic Day, Independence day, observance of Indian Constitutional Day, Gandhi Jayanti and Communal Harmony day etc. Presently, the college is also organising different activities under the aegis of 75 years of Azadi Amrut Ka Mahodsav. Also, activities such as Tree plantation and Cleanliness Campaign 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 extracurricular 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 Holi, Diwali, Durga Puja, Eid al-fitr, Christmas etc. Some of the programs and activities organised to commemorate national and international days and events details are attached as a part of the file description.

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

Title of the Practice: a. Innovative Undertakings

Objectives: To facilitate students to develop skills and acquaint themselves with the practical techniques and to explore their potentials, innovative initiatives are undertaken by the students under the guidance of the faculty members.

The Practice: Assembling of the Newtonian Telescope, Rearing of "Oikos of Albino Mice" and Mushroom Spawn Cultivation

Title of the Practice: Eco-Friendly Newspaper Stationeries

Objectives: To take conscious and earth-friendly proactive actions by conserving the local environment.

The Practice: Apart from the different environmental friendly practices of the college , the launching of Eco-friendly Kenbel Newspaper Pencils and Pens by Mr. Keneisezo Thomas Belho, PG 3rd Semester, Department of Sociology is an evidence of initiating eco-friendly entrepreneurship with excellence and service to the society.

Title of the Practice: Community Outreach Programmes

Objectives: To instil the values of serving the society by giving back to the community.

The Practice: Sociology Gives Back, Extension and Outreach Programmes to Schools, institutions and neighbouring villages.

Evidence of Success: The mentioned practices have facilitated the students to get hand-on learning experience and helped them to get a holistic education. It has also helped them explore their potentials through the endeavours which can substantiate their future plans and actions.

Problems encountered and Resources Required: Guidance of professional experts for innovative initiatives, incubation centres for research, more awareness about environment friendly practices, consideration of long-distance travel and transportation, time constraints etc. are some problems encountered with regard to the various practices.

File Description	Documents
Best practices in the Institutional website	http://www.stjosephjakhama.ac.in/category/latest-news/
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 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 hostels for both male and female students that the students from different districts and regions can stay secure and study with minimum expense.

Presently the college has 6 departments at the undergraduate level and five departments at Post Graduate level in the Arts section, 5 departments in Science section, B.Com and BBA at the undergraduate level. The future thrust of the college is to introduce more Post -Graduate Courses, start Ph.D courses and attain Deemed to be University Status.

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. 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. Thus, each programme curriculum is designed with the objective to increase the student's knowledge of the specific course and at the completion of the whole programme the students have knowledge about the wide range of emerging areas in the field and are capable to carry out research, analyse, critically examine, interpret and explain the subject concerned and are able to think beyond their comfort zones and equipped to face the challenges of life.

Thus the curriculum of the college 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.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	Nil

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

NIL

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

28

File Description	Documents
Curriculum / Syllabus of such courses	View File
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	No File Uploaded

1.2 - Academic Flexibility

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

0

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

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	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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 college offers different disciplines with an objective to cater to the wider needs of the students as well as include those areas where they can be a human resource to the society. The students are offered courses on society- its emerging trends, images and realities, political and economic processes in the local, national and global context.

Provision on understanding gender, ethnicity or identity, its relation to power and resistance is made, thus creating awareness and equipping the students with informed inputs for making pragmatic, ethical and effective choices. Core debates on environment, the approaches, environment and society, sustainable living etc., is integrated for better understanding of the environmental issues in India as well as globally. The college also offers courses that aim at imbibing sound knowledge of professional ethics that would enable the students to act accordingly with professionalism and be a support system towards the society.

In addition, value education classes on moral values, right approach to living, right conduct are conducted with the aim to make the students responsible and sensible citizens at the same time creating the opportunity for the students to voice out their views and be plausible.

Moreover, the college has integrated not only in its curriculum these cross-cutting issues but as an educational institution the college has been upholding ethical practices, human values, gender equality, green and clean environment and sustainability which has been vital in the growth and progress of the college.

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

3

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

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

101

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

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

957

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	B. Any 3 of the above
File Description	Documents
Provide the URL for stakeholders' feedback report	http://www.stjosephjakhama.ac.in/igac/
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	B. Feedback collected, analysed and action taken
File Description	Documents
Provide URL for stakeholders' feedback report	http://www.stjosephjakhama.ac.in/igac/
Any additional information	No File Uploaded
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	
1549	
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)	
4420	

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.

To assess the students' learning level the college incorporates different methods- External Assessment which comprises of Exam and Internal Assessments like tests, presentation, group discussion, assignment, practical classes and internship programme. Such means helps in assessing, identifying the learners and adopting different measures to cater to the needs of the students in best possible ways. The Class Supervisors monitor the student's performance and accordingly, remedial classes for the slow learners are conducted and also keep check on their progress with the rest of the students. Extra notes and materials are given and they are mentored and extended help whenever they need. The mentors also identify those mentees who are weak and slow in learning, and assist them in their academic difficulties as well.

The advanced learners are also encouraged to meet the teachers, who provide them with guidance. In order to build on their quest, advanced problems related to the syllabus are given to be solved to enhance their understanding capacities and improve their skills. 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 examinations. Departmental Awards, Governor's Gold Medal Award and the different Meritorious Awards on the Annual Graduation Day are ways 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
01/07/2021	4445	107

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 incorporates teaching-learning methods where students are engaged in different experiential and participative learning activities whereby they can enhance their learning capacity and experiences. The various modes of participative reflected in the college curriculum and its practices for participative learning are- Assignments that help develop the student's analytical capabilities and writing skills. Book/Article Reviews to inculcate the reading habits in the students and to develop their comprehensive ability. Presentation: To boost the confidence level and communication skills of the students. Additionally group discussions, recitations, plays, debates, workshops that help them develop collaborative skills and to help them express their creativity freely are integrated. Apart from practical experiments students from Departments of Sciences are involved in maintaining Botanical Garden, apiaries and aquarium. At the Masters level dissertation writing and documentary making is encouraged. Peer learning is also encouraged as the senior students share their experience and knowledge with their juniors thus enhancing their learning experience. The college also organizes syllabus based field trips and educational tours for the students.

For experiential learning, activities such as class

worksheets, assimilation of innovative project ideas based on locally available resources for entrepreneurial start-up and Internship for hands-on learning experience are conducted.

In the problem-solving method, various platforms such as composing songs, video presentation, poem, essays, poster campaigns, sketching and painting are employed through which the students addresses the issues facing the society and share how to bring change as a responsible citizen of the society.

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

The college provides various innovative tools, equipments and gadgets in the class rooms, department offices and laboratories to enable effective teaching and learning both in physical and virtual class. Some of the ICT-enabled tools provided by the college and utilised by the faculty members for effectiveness in imparting education are:

- Classrooms are furnished with LCD Projectors
- Each department is provided with a computer and a printer.
- Wi-Fi connection is provided within the campus.
- Computer Lab for the students has been set up.
- 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 such as Inflightnet, Sage etc.
- Classrooms 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 mode of teaching-learning process where technology and virtual platforms plays an important role in effective teaching, the College management and the faculty members used platforms like Google Meet and Zoom Meetings to conduct Online Class, webinars, give live lecture and interact with the students. Digital media like Email, Whatsapp, Google Classroom and Telegram are also used to assign assignments, disperse reading materials and 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	Nil
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

107

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 for each Academic session. For this purpose, all the departments, Clubs and Associations submit the action plan for the whole academic session to the office of the Vice-Principal of 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 extracurricular 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, External members of IQAC, members of the Governing Board, Board of Studies and Academic Council as well as uploaded in the college website.

The college follows a consolidated routine as it needs to accommodate both the UG and PG programmes. Hence, the respective Heads of the Department and Co-ordinators are responsible for the timely completion of the course including the Internal Assessments and departmental curricular activities. And the Directors of the different Clubs and Associations are obligated to ensure the successful implementation of their respective Clubs and Associations Action Plan.

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

107

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

21

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)

93

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

30

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, continuous and comprehensive evaluation is conducted in the form of Internal Assessment, Internal Exam and External Exam. The College had conducted Six End Semester Examinations for Undergraduates Section and Four End Semester Examinations at Post Graduate Level during the academic session July, 2021 to June, 2022.

Information and Instructions regarding examinations, requirements of necessary certificates and documents are disseminated to faculty members and students through e-mail and other online platforms.

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 Departments along with the Board of Studies of the Departments 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 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. The details of the syllabus of each programme and course are uploaded in the college website and the faculties and students are aware of the same.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://drive.google.com/file/d/1y05pvM6UcP_82Jp81Wa3-Y8vSX8RHIVG/view

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

Continuous and comprehensive evaluation is done regularly at both the Under Graduate and Post Graduate level to know the attainment of Programme Outcomes and Course Outcomes. The methods currently in use are described as under:

- 1. Internal Assessments and Methods used- 30 Marks:**
Internal assessments encompasses various areas that are relevant to the POs, PSOs and COs which are assessed using various methods such as Presentations(individual and group), Field Works, Group discussions, research based assignments, reviews, written class tests and structured internal written exams.
- 2. External Assessment and Methods used- 70 Marks:** To supplement the 'Internal Assessment' as well as to provide complete approach for achievement of the COs, POs and PSOs, the Department/College also uses External Assessment methods. Methods used in this includes:- External End Semester Examinations, Internship and

Project writing, Comprehensive viva-voce, etc.

3. Other Methods: Ancillary activities such as Educational and Industrial Visits; active participation in inter-collegiate and inter-department competitions; attendance at academic and extra-curricular related events/programs organised by the government and private organisations from time to time and students entering into jobs and universities for higher studies post their completion of programme. In addition, workshops, open forum discussion, debates, etc., are conducted through which the thinking process, skill and knowledge to solve problems of the students are assessed and via co-curricular activities behavioural outcome of the students are assessed

The analysis of students' performance in the mentioned evaluation method aids in assessing and knowing the levels of attainment of POs, PSOs and COs.

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

1383

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

<http://www.stjosephjakhama.ac.in/igac/>

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

The college grants study leave of six months duration for pre-PhD course to a regularised faculty who has served the college for a minimum of three years. Study leave of not exceeding one year duration is granted to a regular teacher for PhD field work, dissertation and defence of thesis with 50% of normal salary if she has completed five years of regularised appointment. However a faculty who has completed eight years or more of service in the college can avail full pay during the period of study leave. A double increment (one increment in addition to the yearly increment) is awarded to the faculty members who possess PhD at the time of recruitment or those who clear them during their service in the college is another way of facilitating and encouraging research among the faculties. There is also a provision for financial incentives for those who present papers at seminars and conferences and for publication of articles and books as fixed by the management. The college also has SEED Fund which the faculties and the departments can avail for any research and innovative project.

Moreover, to inculcate the culture of research among the students, project and dissertation writings are included as part of the curriculum and the students are supervised by the faculty members in all these research based academic exercises.

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)

18240

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
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	View File
Any additional information	View File

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)

NIL

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.

The college is yet to set up any concrete centre for research though it is included in the future thrust of the college. However, innovative initiatives such as assembling of Newtonian Telescope, undertakings of "Oikos of Albino Mice" by the Department of Zoology, activities based on entrepreneurship are encouraged among the students and enterprising initiatives such as launching of eco-friendly products of paper pen and pencils by a Post-graduate student from Department of Sociology are encouraged and supported by the college. Also community orientation such as training the nearby villagers for mushroom cultivation, extension programmes to nearby schools and institutions are conducted by the college.

File Description	Documents
Upload any additional information	View File
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

36

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

5

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

4

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

1

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

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

1

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 college carries out different activities in the neighbouring areas and villages so as to sensitise the students about the social issues and get a hands-on experience of the real images of the society. Thus, extension activities and outreach programs based on social affairs, gender issues, environmental concern, health conscious actions, educational based programmes and awareness about the local, national and international matters were conducted by the students under the supervision of the faculty members. Such activities were conducted so as to create awareness among the students, learn from the practical experience and equip them to excel in their work and serve the society better. At the same, these activities were conducted keeping in mind the communities who are also the stakeholders in the learning process in the society. It was with the understanding of an underlying exchange process between the communities and the students where the communities share the knowledge of their society, culture and everyday lives which get the students educated about the real image of the world and the students would help create awareness among the communities about the issues and concerns that it is taking place in the social, economic, religious and political spheres. Thus, such activities and exchanges help both the students and the communities to learn from each other which would enable both to take conscious decision and take

proactive actions.

File Description	Documents
Upload any additional information	View File
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)

29

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

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

2119

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**

1

File Description	Documents
Copies of documents highlighting collaboration	View File
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)

7

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
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.

The college has well established infrastructure for teaching learning process.

- Out of 62 classrooms a total of 53 classrooms in the 3 blocks (Arts/Science/PG Block) are equipped with white boards and LCD Projectors for better teaching-learning ambiance.
- WIFI connections are provided 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 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 of each block and 16 laptops.
- Two (2) libraries, one at the Main Block and the other at the PG Block. 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 is 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.)

The college maintains well established infrastructures to facilitate the development of games and sports, co-curricular activities and cultural events. The facilities are as follows:

- Indoor Stadium with a total area of 13,984sq.ft was established in 2014 which is mainly used for formal programmes and events and indoor sports activities. It has three badminton courts and space for Basketball apart from which different activities like arm wrestling etc are also played. 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.
- The college has a big open ground which has a football field, a volleyball court and a cricket practice pitch. It is surrounded by an 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

52

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)

86,92,326.74

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 which 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. It maintains books from different streams and 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

B. Any 3 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)

5,99,212.00

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

1143

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, the college has 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.

The college also 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
86	86

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

E. None of the above

editing	
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)

47,92,413.74

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.

Ø The college has 62 classrooms out of which a total of 53 classrooms in 3 blocks (Arts/Science/PG Block) equipped with LCD Projectors for better teaching-learning ambiance.

Ø WIFI connections to strengthen instructional facilities.

Ø Five laboratories for Chemistry, Botany, Physics, Mathematics and Zoology with the required instruments and apparatus.

Ø 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.

Ø 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.

Ø The college provides clean drinking water facilities to all the staff and students.

Ø The college provides buses for teachers and students travelling from nearby villages and Kohima.

Ø The college has got three generators to support any electricity failure.

Ø The college provides facilities for Xerox, binding and printing for staff and students.

Ø The college has four staff quarters for teaching and nonteaching staff.

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

Ø The college has an Indoor Stadium, which is mainly used for formal events and indoor sports activities. Besides, an Auditorium which is utilized for indoor games as well as cultural activities. The college also has Cricket Practice Pitch, Basketball Football and Volleyball 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

3830

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

84

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

B. Any 3 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
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

2793

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

**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

267

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

19

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

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

25

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

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 responsible for taking up the student's welfare and addresses the students' queries, grievances and student related matters. They also ensure that the students maintain discipline, aids during the college admission and any other

events. The Student Council has two Directors from the Faculty Members to guide and aid the Council members. The Council members also represent the college in events 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 student executive members who are responsible for organising and plays active role in the various activities of the college. 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.

Thus, Student Council help in setting the ground works for all activities and provides immense support to any form of work in the college. They play an important role as the intermediary between the students, the Management and the faculties and work to promote the interest of students and also intimate the students about any subjects that concerns them.

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

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

28

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. 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. Moreover, the Alumni Association is actively engaged in organising different career guidance programmes whereby the prominent alumni orients the students about the opportunities and advantages of the different professional fields. The Alumni's support is also evident in their active participation during all the college events such as the College Fresher's Day, Graduation Day or any other important function. Besides, a good number of the teaching faculties are college alumni, thus their support is constant.

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- i. Academic Vigorosity by maintaining the academic standards in accordance with the national framework and changing academic and social benchmarks. ii. Resource Mobilisation. iii. Effective Utilisation of Human Resources by enabling the students to develop their potentials to the fullest and become productive and responsible citizens of the country. And also by encouraging and supporting the faculty members to enhance their academic proficiency in accordance with the contemporary benchmark and iv. Overall Efficiency Enhancement by fostering institutionalize innovative and best practices in the workplace by maintaining a transparent and decentralized working environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://www.stjosephjakhama.ac.in/vision-and-mission/

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 participating actively in the college administration and functioning.

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

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

The Management Board administers the overall functioning of the college. It fosters an effective management and ensures that quality teaching and learning takes place.

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. Each faculty 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 Clubs and Associations of the college under the leadership of the Staff Directors and the student executive members actively contributes to the different extended activities and outreach programmes of the college

The college also has different Committees such as Research and Development Cell, Internal Complaint Committee, Finance Committee, Examination Committees.

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-thorough 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 practice.
3. To maintain a continuously good academic performance continuous and comprehensive evaluation is practiced.
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 upgrades its academic programmes and achievements through its maintenance in accordance with the national framework and changing academic and social benchmarks. At the same time to enable the functioning and achieving the academic benchmark, the college provides and maintains the various infrastructure and facilities required and gives the needed logistic support.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.stjosephjakhama.ac.in/profile-of-sjcj/
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 is recognized by the UGC under section 2 (f) and 12(b) of the UGC act 1956. The college has specific rules and regulations for student's admission, discipline and code of conduct, appointment of teaching and non-teaching staff and the service rules for the overall functioning of the college. For the effective and efficient implementation of all these the college has an organised system which are:

The Governing Body oversees the overall administration and functioning of the college.

The Academic Council along with the Board of Studies is responsible for the academic quality and maintenance of the standard of teaching and learning process.

The Management Board manages and administers the overall functioning of the college.

The Internal Quality Assurance Cell is responsible for managing and taking actions to improve the performance of the institution and maintain the standard of the college.

The Academic departments headed by the Head are aided by the coordinators, the faculties and the students.

The Examination Branch oversees the overall evaluation process of the college

The Student Council acts as a link between the management, faculty members and the students.

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

Each Club and Association is lead by Staff Directors and the Executive Members elected from the students.

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	View File
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) Documen	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

- The College has four Staff Quarters which can accommodate up to 44 staff.
- Health Care Facilities by trained nurses for both staff and students.
- Interest free short term loans up to a maximum of Rs.100,000 /- to regular
- Maternity leave up to three months and Paternity Leave upto seven days with full pay and Sick Leave as well as Casual Leave are provided.
- Health Insurance Policy and Gratuity are provided.
- ATM/CDM and CCTV facilities within the college campus.
- Bus Service is provided for those staff residing within Kohima jurisdiction.
- Three canteens with basic amenities and drinking water

facilities for staff, students and visitors.

- Financial incentives are provided to the staff for paper presentation at Seminars and Conferences and for publication of articles and books.
- Academic Study Leave for pursuing higher studies are granted
- Faculty Development Programmes, Orientations and Professional Development Programmes are organised for both the teaching and non-teaching staff for the progression in their career.
- Internet and Wifi facilities , laptops and PCs, LCD Projectors and dust-free boards are provided
- Separate Department Room and common staff rooms and separate lavatories for gents and ladies are provided
- The College Prayer Room is open for the teachers, office staffs and the students
- Access to library and college Stationary provides items according to the requirements of the departments and the office

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
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.)

86

File Description	Documents
Summary of the IQAC report	View File
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. Financial audit is done at the level of department, Clubs and Association which is submitted to the Administrators office with all the details and required documents. In addition, internal financial audits of the college account is 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:

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

6. 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)

NIL

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

The college has a Finance Committee comprising of four members and chaired by the Principal. The Finance Committee plans and accounts the budget for the college and makes recommendations for short term financial plans and reviews the longer financial plan based on the requests made by the various bodies of the college like the IQAC, Examination Section, Construction Committee, departments, and the library. Some of the measures undertaken for mobilization and optimal utilization of the college finance are:

- 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 Committee for discussion and approval.
- Utilization of funds is done as per the approved budget by the Finance Committee.
- 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 institutionalized as a result of IQAC Initiatives are:

1. In order to ensure a holistic learning education, the practice of learning through active participation in the community were revived and carried forward by giving back to the community through extension activities and outreach programmes to the nearby schools and neighbouring village and innovative initiatives.
2. Keeping in view the global environmental issues, the IQAC supports initiatives which are environmental friendly and locally conscious actions and encourages students to be more conscious and contribute towards the local and global environment. Thus, environmentally conscious practices were consolidated in the college

and within the surrounding areas through practices such as clean campaign, tree plantations and launching of Eco-friendly Kenbel Newspaper Pencils by one of the Post-Graduate student from the Department of Sociology.

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, in accordance with the monthly Staff meetings held to discuss and review the progress made and decisions taken regarding actions to be taken, the IQAC coordinates and plans the actions to be carried forward. With the prevailing COVID-19 pandemic lockdown in 2020-2021 which continued till the mid of the academic year 2021-2022, the Management along with the faculties worked to ensure the students continue learning and their academic year is not disrupted and they receive their education without fail, at the same time took measures to make certain that everyone is protected and safe. To further enhance the learning process, the IQAC collaborated with the different departments to organise webinars and online programmes for a better connectivity with the different academic institutions and organizations which would benefit both the students and the faculties.

Another measure taken up by the Institution for reviewing the teaching-learning outcomes is the feedback system from the students, faculties, Alumni, office staff on their respective areas like academic syllabus, class teaching-learning methods, performance of the faculty members, administration, benefits from the college 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)

B. Any 3 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	View File
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.

The College Women's Forum with its motto "Celebrating Women and the Responsibilities that Come with It" organises programs on gender issues and gender awareness, Awareness

programme on Women safety, Women Helpline and Child Girl Education awareness. The NCC Girls Cadets wings of the college are trained and given opportunity to participate at different activities and has excelled both at the state and the national level as well. The College Internal Complaint Committee takes the initiatives to address any gender discrimination, harassment issue within the college. The college also provides facilities like separate Staff Rooms and lavatories for Men and Ladies. Measures like maternity leave for 3 months and paternity leave for 7 days with full paid salary are provided.

The curriculum of the college also includes papers on sensitizing and creating awareness on gender such as Women's Writing, Contemporary India: Women and Empowerment, Gender and Society in Modern India (1800-2000), Women and Politics, Gender and Violence, Sociology of Gender a Feminist Sociology, Gender History (Historiography and Research Methodology), Customary Laws and Women and Women Conflict and Peace Building. The college also organises co-curricular activities on gender issues, where both male and female students are given equal opportunities.

File Description	Documents
Upload any additional information	View File
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

C. Any 2 of 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 campaigns and activities in Kohima Streets, villages, College campus etc.
- 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. Most organic solvents are collected in reagents container and used for cleaning purposes. 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

B. Any 3 of the above

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

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**

B. Any 3 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**

D. Any 1 of the above

5. Beyond the campus environmental 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	No File Uploaded
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 academic and administrative activities promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities which is evident in the policies and rules and actions of the college. Apart from this, the curriculum also includes courses and topics that addresses national and the world issues of harmony and cooperation and seminars, lectures, workshops to sensitise the staff, students on inclusivity, integration and solidarity of the society are being conducted. 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 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. Furthermore, for inclusive practice in the college, it has a Grievance Redressal Committee where in case of any issues, the students can personally can take up the issue. There is also an Anti-ragging Cell which addresses the issues of ragging if there is any. The weekly Value Education period is primarily designed with a focus on understanding the principles, values and ethics of diverse cultural and religious traditions. 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 Republic Day, Independence day, observance of Indian Constitutional Day, Gandhi Jayanti and Communal Harmony day etc. Presently, the college is also organising different activities under the

aegis of 75 years of Azadi Amrut Ka Mahodsav. Also, activities such as Tree plantation and Cleanliness Campaign 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 extracurricular 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 Holi, Diwali, Durga Puja, Eid al-fitr, Christmas etc. Some of the programs and activities organised to commemorate national and international days and events details are attached as a part of the file description.

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

Title of the Practice: a. Innovative Undertakings

Objectives: To facilitate students to develop skills and acquaint themselves with the practical techniques and to

explore their potentials, innovative initiatives are undertaken by the students under the guidance of the faculty members.

The Practice: Assembling of the Newtonian Telescope, Rearing of "Oikos of Albino Mice" and Mushroom Spawn Cultivation

Title of the Practice: Eco-Friendly Newspaper Stationeries

Objectives: To take conscious and earth-friendly proactive actions by conserving the local environment.

The Practice: Apart from the different environmental friendly practices of the college, the launching of Eco-friendly Kenbel Newspaper Pencils and Pens by Mr. Keneisezo Thomas Belho, PG 3rd Semester, Department of Sociology is an evidence of initiating eco-friendly entrepreneurship with excellence and service to the society.

Title of the Practice: Community Outreach Programmes

Objectives: To instil the values of serving the society by giving back to the community.

The Practice: Sociology Gives Back, Extension and Outreach Programmes to Schools, institutions and neighbouring villages.

Evidence of Success: The mentioned practices have facilitated the students to get hand-on learning experience and helped them to get a holistic education. It has also helped them explore their potentials through the endeavours which can substantiate their future plans and actions.

Problems encountered and Resources Required: Guidance of professional experts for innovative initiatives, incubation centres for research, more awareness about environment friendly practices, consideration of long-distance travel and transportation, time constraints etc. are some problems encountered with regard to the various practices.

File Description	Documents
Best practices in the Institutional website	http://www.stjosephjakhama.ac.in/category/latest-news/
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 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 hostels for both male and female students that the students from different districts and regions can stay secure and study with minimum expense.

Presently the college has 6 departments at the undergraduate level and five departments at Post Graduate level in the Arts section, 5 departments in Science section, B.Com and BBA at the undergraduate level. The future thrust of the college is to introduce more Post -Graduate Courses, 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

The tentative Action Plan of IQAC for the Academic Year 2022-2023 are:

1. To continue organising National/ International Seminar/ Conference/Workshop.
2. To apply for Project -Department- wise, Management and Faculties
3. To conduct Green /Environment Audit of the College
4. To conduct Orientation and Career Guidance programmes for students
5. To organise Faculty Development Programmes for the faculties, Professional Development and Capacity Building Programmes for the faculties and office staff.
6. To check the feasibility of collaboration with other institutions and organise Faculty Interaction and exposure Programmes
7. Designing and installation of Software Programme for Examination Section
8. To organise an Alumni Day/Interaction with Alumni (Tentative month: October/November 2022).
9. To organise and host an Inter-collegiate Sports and Cultural Meet (Tentative- For Colleges under Kohima District)
10. Faculty development Workshop to be organized for the department of Botany, Zoology and Chemistry on Anti-microbial Screening in the college campus.
11. Winter Workshop to be arranged for the students in collaboration with Nagaland Science and Technology Centre, Kohima.
12. Setting up of a Bird Sanctuary Bio-compose system by the Department of Zoology.
13. To organise Extension Lectures, Industrial and Study tour and Extension Programs
14. To implement different Infrastructural Development based on the necessity of the college.