ALDER COLLEGE

SEPFÜZOU

POST BOX : 164

KOHIMA - 797001

NAGALAND

NAAC ACCREDITED B WITH CFPA 2.23

AFFILIATED UNDER NAGALAND UNIVERSITY

&

RECOGNISED UNDER 2(F) & 12(B) OF THE UGC ACT

The

Annual Quality Assurance Report

of

Internal Quality Assurance Cell

For the Academic Year

2017—2018

The Annual Quality Assurance Report (AQAR) of the IQAC [2016–2017]

Part – A

1.   Details of the Institution

1.1   Name of the Institution

Alder College

1.2   Address Line 1

Sepfüzou

Address Line 2

Post Box 160

City/Town

Kohima

State

Nagaland

Pin Code

797001

Institution e-mail address

aldercollege92@gmail.com

Contact Nos.

0370-2260341

Name of the Head of the Institution:

Dr. Rükhono K. Iralu

Tel. No. with STD Code:

0370 2260837

Mobile:

943601826

Name of the IQAC Co-ordinator:

Mhonvani Ezung

Mobile:

9436208115

IQAC e-mail address:

avaniezung@gmail.com

1.3   NAAC Track ID

NLCOGN2304

1.4   NAAC Executive Committee No. & Date:

1.5   Website address:

www.aldercollege.com

Web-link of the AQAR:

http://aldercollege.com/aqar2017-2018/   http://aldercollege.com/wp-content/uploads/2018/07/NLCOGN2304-ALDER-COLLEGE-KOHIMA-NAGALAND.doc

1.6   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.23	2016	7 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7   Date of Establishment of IQAC: DD/MM/YYYY   09/08/2010

1.8   AQAR for the year   2017 - 2018

1.9   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

1.	AQAR : 2016-17 submitted to NAAC on 6/7/17

1.10 Institutional Status

University   State ☑ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

Type of Institution   Co-education ☑   Men ☐   Women ☐
                      Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☑   UGC 12B ☑
                   Grant-in-aid + Self-financing ☑   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Ed) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify)

Add-on courses :

Certificate Course and Diploma in Computer Application

Baking

Guitar

Violin

Vocals

1.12 Name of the Affiliating University   Nagaland University

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☐

UGC-Innovative PG programmes ☐

UGC-COP Programmes ☐

Any other (*Specify*) ☐

2. IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   3

2.3 No. of students   1

2.4 No. of Management representatives   2

2.5 No. of Alumni   1

2.6 No. of any other stakeholder and community
     representatives | 2 |

2.7 No. of Employers / Industrialist | 1 |

2.8 No. of other External Experts

2.9 Total No. of members | 18 |

2.10 No. of IQAC meetings held | 1 |

2.11 No. of meetings with various stakeholders:

Faculty | 2 | Non-Teaching Staff /Students | 2 |

Alumni | | Others | 1 |

2.12 Has IQAC received any funding from UGC during the year? Yes | | No | ✓ |

   If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

   (i)   No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

   Total Nos. | 2 | International | | National | | State | | Institution Level | 2 |

2.14 Significant activities and contributions made by IQAC

   - Monitored ongoing academic/curricular/extra-curricular activities of the college.
   - Monitored the use of infrastructure for optimisation
   - Monitored the up keep of clean campus.
   - Oversaw the smooth execution of Mentor-Mentee and Mentor-Parents/Guardians
     Meet.
   - Recommended that Cells and Clubs must organise activities.
   - Scrutinized and approved the Annual Report.
   - Prepared AQAR for 2017 – 18; prepared a Tentative Plan for 2018-19.

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC towards quality enhancement and the
   outcome achieved by the end of the year is as follows:

Plan of Action	Achievements
Details provided in Annexure I	*Details provided in Annexure I*

2.16 Whether the AQAR was placed in statutory body   Yes   ☑   No   ☐

Management   ☑   Syndicate   ☐   Any other body   ☐

Provide the details of the action taken.

- Report was placed before the Management. Details of action taken for the previous year is in Annexure I.

Part – B
Criterion – I

1. **Curricular Aspects**

   1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	1		5	
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	1			
Others				
Total	3		5	

Interdisciplinary				
Innovative				

   1.2 (i) Flexibility of the Curriculum: **Elective option**

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	

1.3 Feedback from stakeholders:

Alumni ☑ Parents ☑ Employers ☐ Students ☑

Mode of feedback: Online ☐ Manual ☑ Co-operating schools (for PEI) ☐

See Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Orientation was given by the university for familiarisation on the newly changed syllabus of 4th & 6th semester (Sociology).
- 4th semester : Change from Study on Alienation to Class and Class Struggle ; from Sacred and Profane to Theory of Suicide ; from Interpretative Sociology to Social Actor ; from Bureaucracy to Protestant Ethics and Spirit of Capitalism.
- 6th semester : Change from Social Conflicts and Movements to Social Movements.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	24			

2.2 No. of permanent faculty with Ph.D.

*Including the Principal

2

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

Asst. Professors		Associate Professors		Professors		Others (on lecture basis)		Total	
R	V	R	V	R	V	R	V	R	V
1								1	

2.4 No. of Guest and Visiting faculty and Temporary faculty | 21 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented			
Resource Persons			

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

> To provide comprehensive education and make teaching-learning student-centric, the college has taken up certain measures which are as follows:
>
> - Facilitated students participation in academic programmes organized at the state and national level which enriched students' learning potential.
> - Literary Day was organized.
> - To encourage students' regular visits to the Library, library-based activities were conducted.
> - Organization of field trip with a special focus on bio-diversity.
> - Research based project work was conducted for final year students to orient them on Research Methodology. Participation was within the college as well as involved teachers from other institutions.
> - Team teaching among faculty, as well as a resource person from other institution.
> - Writing activity to enhance students writing skills as well as to identity students with hearing/learning disability, if any.
> - Visit to State Museum (Education Dept.) and submission of report.
> - Project Work (practical) on Consumer Price Index through a Market Survey by students of Economics Dept.
> - Nature walk and composition of poetry. Reading and critical overview of essays conducted by the Book Club of English Dept.

2.7 Total No. of actual teaching days during this academic year | 200 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> - Orientation to the 1st Semester students on the examination pattern/scheme by teachers
> - Re-schedule date of Test/Presentation for students with genuine health/personal problems.

- Result of Internal Examination to be declared only after Mentor-Parent/Guardian Meet.
- Declaration of results after submission to University and on time.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

- none as of now

2.10 Average percentage of attendance of students

| 75 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Program	Total no. of students appeared	Division						
		Distinction	Grade A	Grade B	Grade C	Grade D	Grade E	Pass %
Arts	127	3	1	15	32	32	3	65.35%
	Total enrolment	Qualified						
Baking	19	"						100%
Music	12	"						100%

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

- Organizing learning-centric programmes
- update on Log Book and Action Plan for systematic course coverage.
- Students-Teacher Evaluation through Questionnaire

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	2
Staff training conducted by the university	
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	7
Others (conducted at the College level) :	23

2.14   Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17		2	
Technical Staff	2			

Criterion – III

3.   Research, Consultancy and Extension

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

> - Encourages and sensitizes on important research related issues.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted *(i.e. proposal submitted to UGC)*
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range ☐ Average ☐ h-index ☐ Nos. in SCOPUS ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other (Specify)				
Total				

3.7 No. of books published i) With ISBN No. [　　]   Chapters in Edited Books [*]

　　　　　　　　　　　　　ii) Without ISBN No. [　　]

*An article titled **Sex education : Issues, challenges and priority task of teacher educators** was contributed to a book titled **Quality Teacher Education** under Nagaland University Teacher Education Department, with the ISBN No – 978-93-5279-473-7*

3.8 No. of University Departments receiving funds from

　　　　　　UGC-SAP [　]　　　　CAS [　]　　　　DST-FIST [　]

　　　　　　DPE [　]　　　　　　　　　　　　　　DBT Scheme/funds [　]

3.9 For colleges [　]　　　Autonomy [　] CPE DBT Star Scheme [　]

　　　　　INSPIRE [　]　　CE [　]　　　Any Other (specify) [　]

3.10 Revenue generated through consultancy [　　　　]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{2}$

* Two teachers Dr. Akala Longkumer (HoD) and Ms. Medotsino (Asstt. Professor) from the Department of Education went as resource persons to Little Flower Higher Secondary School, Kohima and delivered a talk on Awareness on Sex Education.

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

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: $\boxed{}$

From Funding agency $\boxed{}$ From Management of College $\boxed{}$

Total $\boxed{}$

 Though the College does not keep any fixed budget, it nevertheless provides whatever financial assistance that may be needed to promote research.

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	
International	Applied	---
	Granted	
Commercialised	Applied	---
	Granted	

3.17 No. of research awards/recognitions received by faculty and research fellows of the institute in the year.

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   -   SRF   Project Fellows   Any other

3.21 No. of students participated in NSS events:

University level   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   State level

National level   International level

* The institution does not have NCC

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum   College forum   3

NCC   NSS   1   Any other   3

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

- An MoU stands between Alder College and Tabitha Enabling Academy. The institution organized a program with Tabitha Enabling Academy (15th September, 2017) with the theme "Smile, Sparkle, Shine". The department of English visited and interacted with the institution, and offered stationary and gifts on 30th April 2018.
- Eco Club organised a cleanliness drive around the college.
- As a neighbourhood extension program, Alder College organized a workshop on Food Preservation and Baking for women in the neighbourhood to encourage self-reliance.

Criterion – IV

4.   Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area *(plot area)* *(carpet / built up area)*	24281.14 8093.71			24281.14 8093.71
Classrooms	14			14
Laboratories	1			1
Seminar Halls	1			1
No. of important equipments purchased (≥ 10 lakh) during the current year.	26	14	Mgt/UGC	40
Value of the equipment purchased during the year (Rs. in Lakhs)	15	3	Mgt	18
Others^				

4.2   Computerization of administration and library

Administration and library are computerised. Database and profile of students are maintained. Library is semi-automated. OPAC service is available to students and staffs.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4105					4105
Reference Books	715					715
e-Books*						
Journals	21					21
e-Journals*	3828 (N-LIST)	N-LIST				
Digital Database						
CD & Video	22		10			12
Others (specify): Magazines	15					15

Besides the above mentioned the following services are also provided:

- Awareness programme on E-Resources to students.
- Orientation to fresh students.
- Extension service to staff and students.

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	27	1	8 mbps 80+ gb wifi	2	1	3		
Added	5	-						
Total	32	1	8 mbps 80+ gb wifi	2	1	3		

Others	*Existing*	*Added*
Projector	3	1
Printer	5	2
CCTV		10
Photocopier	3	1
Speakers	6	2
Scanners	3	2
Wifi units	2	
Lap top	3	1
TV	1	
Projector screen	2	4
Total	28	23

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

- Computer literacy/awareness programme for students by NIIT faculty.
- Basic Computer Skills/Concepts with college staff.

4.6   Amount spent on maintenance in lakhs:

i) ICT	3
ii) Campus Infrastructure and facilities	10.5
iii) Equipments	3.5
iv) Others	2

Total:	19

Criterion – V

5.   Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programme was conducted for freshers and students were made aware of the various Services available.
- The Mentorship programme of the college enhances awareness about student support services.

5.2   Efforts made by the institution for tracking the progression

- Records maintained by Administrative office.
- Progress report of students monitored by Mentors.
- Students' attendance monitored by subject teachers, principal and vice-principal.
- Interaction between Mentors and Mentees with open discussion on students overall performance.
- Respective departments maintain records of the department's performance.
- Timely monitoring by the Principal.

5.3

(a) Total Number of students

UG	PG	Ph.D.	Others
498			

(b)   No. of students outside the state | 7 |

(c)   No. of international students

Men	No	%
Women		

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	7	464			471	6	1	491			498

Demand ratio - 1.18:1.25   Dropout % - 2.55%

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

- the institution does not have such mechanism

No. of students beneficiaries

5.5   No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6   Details of student counselling and career guidance.

- The college has a designated and qualified Counsellor (PG Diploma in Counselling Psychology) whose service is available any day of the week during working hours (9:30 to 2:00) on appointment. A record/history is maintained in confidence by the counsellor.

- Existence of Career Guidance Cell.

No. of students benefitted   498

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- Existence of Women Development Cell to address any harassment issues if and when they arise.

- The Women Development Cell organized a talk on Female Health Issues on 3rd March 2018.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events | 300 + |

State/ University level | State: 35 | National level [   ] International level [   ]

No. of students participated in cultural events* [   ]
State/ University level [   ] National level [   ] International level [   ]

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 2 | National level [   ] International level [   ]

Cultural: State/ University level [   ] National level [   ] International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	471	Approx. 51,81,000/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level

Exhibition: State/ University level [   ]   National level [   ]   International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The Grievance Redressal Cell holds a periodic sitting with student representatives to promote a better stakeholder relationship. Though it is a cell for airing grievances, suggestions are also made during such sittings. The grievances/suggestions put forward are as follows:

- Improvement in the maintenance of toilet facility   :   addressed
- Control the usage of tobacco, alcohol etc.   :   addressed
- Class room checking   :   addressed
- Extension of canteen   :   not addressed
- Additional drinking water taps   :   not addressed
- Bus facility   :   not addressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement:

The college is committed to provide the kind of education that promotes not only academic excellence, but also social responsibility and human values. Hence, the vision: "*To impart a comprehensive and relevant education keeping in view the needs and aspirations of a responsible citizenry.*"

6.2 Does the Institution has a Management Information System

Yes, the Institution has a Management Information System ie, Server based College Management Software.

SOUL & INFLIBNET

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

6.3.1 Curriculum Development

- The college takes initiative to ensure effective implementation of the curriculum through Log Book and Action Plan.
- Introduction of Violin, Guitar and Voice as Add-on Courses.

6.3.2 Teaching and Learning

- Bar-coding system has been introduced in the library for easier access to resources for the users and easier management of the Staff.
- Efforts are made by the institution to enable the faculty to attend faculty development programmes relating to quality TL methods.
- Student-Teacher Evaluation through Questionnaire to point out short comings and improve TL.
- Innovative Teaching Methods through interactive session, scene enactment, power point presentation etc.

6.3.3 Examination and Evaluation

- Notices concerning examination activities were displayed on notice boards and announcements of the same made in class rooms.
- Orientation on the examination system was provided to First Year Students.
- Consistent and continuous comprehensive evaluation is carried out through assignments, paper presentations, group activities, power point presentations, class tests etc.
- Discussion of previous year question papers to equip students for better performance in examination.

6.3.4 Research and Development

To promote research culture the Research and Development Cell has been highlighting, updating and encouraging fellow teachers to participate in various research related activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The collection of books/study materials and journals are enhanced from time to time with new purchases.
- Indoor Stadium to promote games and sports.
- Hostel for both boys and girls.
- Gymnasium

6.3.6 Human Resource Management

- The various Cells, Units and Clubs set up by the college operate to maximise human resources.
- The institution encourages and gives opportunity to teachers to participate in knowledge enrichment programmes.
- Students' Union ensures the involvement of all students in various students activities.
- In accordance with the Vision & Mission of the Institution.

6.3.7 Faculty and Staff Recruitment

- The college gives out advertisement in the local dailies inviting application to vacant posts. An interview date is fixed and the short listed candidates are notified through their contact address. The interview board consist of the college Chairman, Principal, Vice-Principal, Head of concerned department and Subject Expert from University. Recruitment is done as per University norms.

6.3.8 Industry Interaction / Collaboration

N.A

6.3.9 Admission of Students

- The admission policy is a transparent one, favouring no particular group or section of people (for eg. caste, religion, gender, tribe).
- To create awareness admission notice highlighting on the programmes offered by the college were publicised in local news papers and College Website.
- Dates and mode of admission, including total fees during admission was put up on the notice board.
- It is the institution's tradition to admit students from the poor section of society and the remotest corner of the state.
- Freeship is also available for needy students.

6.4 Welfare schemes for:

Teaching	1. Financial assistance in times of family bereavement. 2. Contributory Provident Fund (CPF) : Medical Allowance and Gratuity. 3. One extra increment is granted after the completion of 16 years in service.
Non teaching	The same as above.

Students	1. Freeships for needy students and material assistance like free blazer, note books.
	2. Purified drinking water, hygienic canteen, common room for girl students, counselling services, wi-fi, hostels, gymnasium etc.

6.5 Total corpus fund generated

1,40,69,393/-

6.6 Whether annual financial audit has been done: Yes ✓ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NU	Yes	Committee of Principal & Dept. Heads
Administrative			Yes	Committee of Chairman, Principal & Vice Principal

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

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ☐   No ☐

6.9. What efforts are made by the University/ Autonomous College for Examination Reforms?

- Workshop on examination process.
- Workshop on Question Paper setting
- Meeting/Orientations as and when required and relevant notices issued.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- The University has statutes which permit affiliated colleges to apply for autonomy.
- The University makes effort to promote and nurture the institutions to stand on its own feet.

6.11 Activities and support from the Alumni Association

- The Alumni Association of the college keeps in touch with the college and give valuable feedbacks. Besides an Alumni who is a journalist supports the college with media coverage on important programmes conducted. An alumni delivered a talk on the health benefits of workout and is now employed as a gym Instructor.

6.12 Activities and support from the Parent – Teacher Association

- Parents/guardians call for poor performance in attendance etc.
- A regular interaction between Mentors and Parents/guardians to highlight on the overall performance of the student/Mentee.

6.13 Development programmes for support staff

- Capacity building programmes
- Motivational talks

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

- Installation of waste bins at appropriate locations.
- Planting of trees.
- Maintenance of flower beds.
- Promotes marker ink pen rather than chalk dusting units.
- Instead of traditional fire wood, LPG cylinder is used.
- Use of CFL/LED bulbs instead of florescent bulbs.

- Solar water heaters in the hostels.

- Printing of rough works done on used paper.

- In order to promote eco-friendly practices, the college presents fresh flowers from the college garden to guests and resource persons.

- Prohibition of tobacco within the College Campus.

- Cleanliness drive. College conducts competition for Cleanest Classroom once a semester.

- Kitchen waste is recycled as manure and used in the flower beds/garden.

- Regular maintenance of septic tanks is done by the services of Cess Pool.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- In order to build a sound value system and discipline amongst the students, the college has introduced an innovative practice of adopting a theme for each semester. Themes such as Punctuality, Humility, Perseverance and Unity has been adopted.
  - Cleanest Classroom Award to promote cleanliness in the college.
  - Appointed an Academic Consultant to deliver talks on regular basis.
  - Creation of Department Page on college website.
  - Awareness program on E-Resources by the Library Department in June 2017.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

- Refer to Annexure I

7.3 Give two Best Practices of the institution

1. Mentor-Mentee programme
2. Cleanliness Drive

* Details provided in Annexure III

7.4   Contribution to environmental awareness / protection

- Regular cleanliness drive activities to maintain an eco-friendly environment.

- Plantation of trees.

- Incinerator for proper waste disposal.

7.5   Whether environmental audit was conducted?   Yes | ✓ | No | |

7.6   Any other relevant information the institution wishes to add:

- Ever mindful of taking up innovative teaching methods, the faculties engage in Team Teaching which has proved to be beneficial for students.

- Data entry of text books in the Library is completed and ready for automation.

- A signature campaign was conducted on 21st September 2017 by Peace Channel Club.

- Alder college celebrated Silver Jubilee on 21st November 2017.

- Cleanest Class was awarded to 6th Semester Section 'B' on 6th December 2017.

- 15 final year students attended a seminar on Skill Development organised by Youth Net in collaboration with Eduwork Japan Centre of Excellence on 29th January 2018.

- 5 students (6th semester) along with Teacher-in-charge attended a program on Skill Development organised by Directorate of Higher Education, Nagaland University & Nagaland Governor on 16th February 2018.

- The Institution was awarded a Certificate for participation in the World Environment Day Celebration, organised by the Department of Environment, Forest and Climate Change on 5th June 2018.

Annexure I

The Internal Quality Assurance Cell prepares its Annual Plan of Action for the academic year with a focus on quality enhancement measures/activities to be conducted by the college departments, cells and committees during the course of the academic year.

PLAN OF ACTION	ACHIEVEMENTS
Students to take initiatives in organising important programmes for leadership training and participatory role in college activities	The Students' Union organised sports week from 21st to 25th July, 2017. Teachers' Day celebration was organised by students. Initiated the attendance of students representatives to various programs organised by All Nagaland College Students' Union and Naga Students Federation.
To introduce more Add-on Courses	Add-on Courses such as Violin & Guitar were introduced.
To promote gender sensitization	The Women Development Cell organised a talk on Female Health Issues on 3rd March 2018.
Career Guidance Cell to take up more initiatives	The Cell initiated the attendance of 80 students to the 15th EDU fest where career guidance counselling was delivered by a group of top universities from the country.
Introduction of new Elective Subject	Tenyidie (MIL) was introduced as a new Elective Subject for Undergraduate Course.
To conduct one seminar each semester	Economics Dept. Organised a seminar (9th August 2017) on 'Understanding GST from Nagaland Perspective'. Education Dept. Conducted a seminar (6th December 2017) on 'Awareness and Mental Health'
Neighbourhood Extension Activities/Extension services	Organised a program with Tabitha Enabling Academy (15th September 2017). Interacted and offered stationary and gifts on 30th April 2018. Organised a workshop on Food Preservation & Baking for women in the neighbourhood.
Cleanliness drive	NSS volunteers in collaboration with Eco Club conducted a mass social work in the college campus on

	17th November 2017. Introduction of Cleanest Class Award every semester.
Mentor-Mentee & Mentor-Parent/Guardian Meet	Mentor-Mentee & Mentor-Parent/Guardian Meet was conducted where the Mentees and Parents/Guardians were apprised of the Mentee's academic & attendance performance.
Study tour & field trips	A study to Kolkota was undertaken by English & History Dept. In May 2017.
Participation in seminars, workshop etc.	2 faculty members attended a seminar on Securities Market & Common Man organised by the Securities & Exchange Board of India & The National Stock Exchange of India limited on 18th March 2017. Librarian attended a workshop on Library Automation with Special Application of Koha and Creating Library Networks organised by Indian Statistical Institute, Kolkota from 20th to 24th March 2017. Dept. Of Education attended National Seminar organised by the dept. Of Psychology, NU from 10th – 11th October 2017. 2 faculty members (Education dept.) participated in ASER Survey (Annual Status of Education Report) from 27th to 29th October 2017. A faculty member attended one day workshop on New Accreditation Framework organised by the Government of Nagaland on 13th March 2018.
Faculty & Staff enrichment program	Orientation program on Power Point Presentation (9th June 2017) 2 staff members attended a training on Unified District Information System of Education on 20th April 2018.
Participation in Capacity Building	Teacher-in-charge of Peace Channel Club attended One Day Teachers' Animator Program held on 12th

Programs	August 2017. And also attended Inter-College Program under the theme 'Together for Peace' on 16th September 2017.
Spiritual Renewal & Value Education	The Alder College Fellowship conducted its annual camp with the theme 'Resoul : renew your mind, reshape your life' from 12th -14th August 2017.
Maintenance of Log Book and Action Plan by Teachers	This enabled teachers to carry out activities, plan lectures and finish course systematically and on time.
Orientation programs for fresh students	Orientation to fresh students on course & examination pattern, rules & regulations of the Institutioin. Library orientation on library services/facility available.
Celebration/observing of important National days	Important National Days such as Independence Day, Republic Day, Gandhi Jayanti etc were observed. Besides, Teachers' Day was also celebrated.
Finalisation and forwarding to NAAC the College AQAR for 2017-18	The AQAR was prepared and forwarded to NAAC on **(10-07-2018)**

- **Besides the above details, kindly refer to the Annual Calendar of the Institution in Annexure V.**

Annexure II

Feedback from Stakeholders

1. Alumni : The college has Alder College Alumni Association. Though the college is yet to bring out a formal feedback, the Faculty and Staff informally interact with Alumni whenever they visit the college. The college has gained much by the relevant inputs from the Alumni.

2. Parents: The Mentoring Programme of the college facilitates feedback from parents with regard to programmes offered, facilities, services etc. At the same time feedback is also given to the parents about their child's overall performance. Besides, the Principal and Vice-Principal have periodic interactions with the parents. In addition to the above, the college has a specially design Questionnaire to elicit feedback from parents of final year students.

3. Students : The students are encouraged to give their feedback to faculty members, Mentors, Counsellor and Principal. There is also a suggestion box where students can put in the feedback/suggestion anonymously. Feedback covers issues relating to facilities available in the college and quality of lecturers etc.
Feedback on Teachers is obtained through a specially designed questionnaire of Student-Teacher evaluation regarding issues like punctuality, clarity, audibility, speed of teaching, personality etc. The Principal scrutinises the feedback and redresses the matter, if any, that arises.
In addition to all the above mentioned points, the college has a Grievance Redressal Cell for students to air their grievances as well as give feedbacks/suggestions to the college authority.

Annexure III

1. Mentor-Mentee Programme

The Mentor-Mentee programme has gone a long way in achieving one of the objectives of the college, ie., the all round development of the student. The college conducts a meaningful Mentor-Mentee and Mentor-Parents interactions founded on mutual respect. The performance of the Mentee in academics, attendance, behaviour and interpersonal relationships is closely monitored through this practice. The Mentor facilitates communication between the students and the administration, and help solve issues that may arise between students and teachers. The Mentor meets the parents/guardians of the Mentee and hands out and discuses the Report Card of the Mentee thereby maintaining transparency between parents/guardians and students concerning the student's overall performance. Suggestions and inputs from parents/guardians have gone a long way in enhancing teaching-learning process of the students.

Through the regular interactions the Mentor identifies potential performers and motivates them to consistently do well in curricular & co-curricular activities. Whereas slow learners are encouraged to improve their performance. This practice has contributed much to improve human interaction on the campus and helped students to be open to their teachers.

2. Cleanliness Drive

Being ever conscious of maintaining an eco-friendly campus, the college has taken up "Cleanliness Drive" as the second best practice. Students are encouraged to adopt practices that will re-enforce a sense of cleanliness and a responsibility towards their environment. Since chewing of tobacco pollutes the environment, it is prohibited in the campus. To control this set back surprise check is conducted from time to time. Waste-bins are located at all strategic locations and proper disposal of waste is inculcated amongst students. Students are regularly involved in cleanliness drives by taking part in campus and class rooms clean ups. To further promote the Second Best Practice, the college has introduced the 'Cleanest Class Award' to be given out every semester. They are also involved in extending social services by cleaning up the road within the periphery of the college. This practice has contributed in a great way in creating responsible and accountable students.

Annexure IV

PLANS OF INSTITUTION FOR NEXT YEAR (2018 – 19)

The following initiatives and programmes related to Curricular aspects; Teaching, Learning and Evaluation; Research, Consultancy and Extension; Infrastructure and Learning Resources; Student Support and Progression; Governance, Leadership and Management; Innovation and Best Practices, have been listed to be taken up during the academic year 2018-19:

- To introduce Community College.
- To introduce more add-on courses.
- To renew MoU with AICSM.
- To promote gender sensitization .
- Career Guidance Cell to take up more initiatives.
- To add more books to the library.
- Alder College Fellowship will have its annual camp for spiritual renewal and value education.
- To conduct one seminar each semester (department wise).
- Tentative proposal to introduce more departments such as Psychology & Philosophy.
- Innovative Awareness Program by the Library Department.
- Orientation on NAAC Re-accreditation.
- Involve students in organizing important proprammes of the college.
- To continue cleanliness drives.
- Promote social services and participation in social causes.
- Timely Mentor-Mentee & Mentor-Parents/Guardians Meet.
- Student-Teacher Evaluation.
- Orientation programmes for fresh students.
- Study tour and field trips.
- Interaction with Alumni and parents.
- Formulate a formal feedback format for Alumni and Parents.
- Continue interactions/services with Tabitha Enabling Academy.
- Library upgradation.

- Deputing faculty to attend/participate in seminars, workshops, refresher courses, short term courses etc.

- Continue to provide extension services.

- Organise at least one Faculty Staff Enrichment Programme.

- Reconstitute Cells, Clubs and Committees whenever required.

- Keep students updated on all necessary information.

- Maintaining of Log Book and Action Plan.

- Faculty and staff to participate in capacity building programmes.

- To promote research culture.

- Deputing faculty to make research presentations at state/national level seminar.

- Providing consultancy service.

- Celebration of important National days.

- Finalisation and forwarding of the College AQAR for 2017-18 to NAAC.

Annexure V

Academic Calendar 2017

DATE & MONTH	EVENT	DAY/WEEK
JANUARY - February		
16th Jan	Office Re-opens	Monday
24th Jan	Class resumes for 2nd, 4th & 6th Semester, Class 11 & 12.	Tuesday
26th Jan	*Republic Day*	Thursday
2nd February	Model Examination (Class 12)	Thursday
8th – 10th Feb.	Collection of question paper of Class 11 & 12 Examination	Wed-Fri
14th Feb – 2nd March	Class 11 & 12 Promotion Examination	Tue - Thu
Feb – March	Common Internal Test for 2, 4, 6 Semesters	
March		
March	Orientation/Workshop for Faculty (Research and Development Cell)	
7th – 10th March	Submission of Class 11 Result to Board	Tue-Fri
10th March	Submission of Semester Internal Marks by teachers to office	Friday
March	IQAC/Academic committee meeting	
March	Declaration of class 11 results	
March	Admission of Class 12	
13th March	Holi	Monday
17th March	Mentor Mantee for 2nd, 4th & 6th Semester	Friday
18th March	*Parting Social for 6th Semester*	Saturday
20th March	Submission of Internal Marks (4th & 6th) Semester, Exam Form to NU	Monday
April		
April	*MahaviraJayanti*	
5th to 21st of April	2nd, 4th & 6th End Semester Examination	
22nd – 30th April	Evaluation of papers	Wed-Fri
1st - 30th May	Semester Break	Mon-Wed
MAY		

1st week May	Admission for 1st Semester, Class 11	
5th May	Submission of 2nd Semester result to NU	Friday
6th May	Declaration of 2nd Semester Result	Saturday
15th – 20th May	Admission of 3rd Semester	Mon-Tue
21st – 26th May	Admission of 5th Semester	Wed-Thu
21st May	*BudhaPurnima*	Sunday
June		
1st June	Classes resume for 1st, 3rd & 5th Semester	Thursday
2th June	Orientation for 1st Semester (Departments)	Thursday
5th June	Library orientation for 1st Semester (A)	Monday
6th June	Library orientation for 1st Semester (B)	Tuesday
7th June	Library orientation for class 11	Wednesday
12th – 16th June	Collection of packets from Board	Mon-Fri
17th June	Cultural Day	Saturday
June	Cleanliness Drive (Eco Club)	
June	Youth Red Cross Annual Meeting	
JULY		
1st July	College Foundation Day	Saturday
6th July	*Id UlFitr*	Thursday
8th July	Submission of 1st, 3rd & 5th Student Profile, Enrolment, Question Paper Requisition to NU	Saturday
15th July	Grievance Redressal	Saturday
25th – 28th July	Sports Week	Tue-Fri
July	Literary Day (Departments)	
July	Induction of new members (Peace Channel)	
AUGUST		
1st – 5th Aug	Submission of Class 11 & 12 particulars to NBSE	Tue-Sat
5th Aug	Career Guidance	Saturday
15th Aug	*Independence Day*	Tuesday

Last week of August	Midterm exam for class 11 & 12	
Last week of August	Common Internal Test for 1st, 3rd& 5th Semesters	
25th Aug	*Jamanasthami*	Friday
Aug	One day Retreat (ACF)	
19th August	Field trip for 5th Semester EVS	Saturday
September		
1st Week of Sept	Submission of internal marks 1st, 3rd & 5th Semesters to college office	
2nd Sept	*Id UlZuha*	Saturday
Sept	IQAC/Academic committee meeting	
18th Sept	Declaration of internal exam results	Monday
2nd Sept	Mentor-Mentee meet (1st, 3rd & 5th Semester)	Monday
	Submission of midterm result to NBSE	
8th Sept	Parents Teachers Meet for Class 11 & 12	Friday
20th Sept	Submission of Examination Application Form of 1st, 3rd & 5th Semester to NU	Wednesday
Sept	Peace Foundation Day (Peace Channel)	
Sept	Parents Teachers Meeting Class 11 & 12	
29th – 30th Sept	Dussehra	Fri/Sat
October		
1st Week Oct	End Semester Examination of 1st, 3rd & 5th Semester along with Class 11 & 12	
2nd Oct	Gandhi Jayanti	Monday
10th-17th Oct	Collection of HSSLC Exam Form for class 12 for 2018 from NBSE	Sat-Tue
Oct	Listening & Speaking test for class 12	
Oct –Nov	Class 11 & 12 Final selection examination	
19th Oct	*Diwali*	Thursday
23rd to 27th Oct	Admission for 2nd, 4th & 6th Semester	Mon-Thu
30th Oct	Classes start for 2nd, 4th & 6th Semester	Monday
November		
10th Nov	Submission of Tabulation Sheet of 1st, 3rd & 5th Semester	Friday

Nov	Classes for 11 & 12 resume	
13th Nov	Declaration of semester result	Monday
14th Nov	***Guru Nanak's Birthday***	Tuesday
15th – 18th Nov	Submission of HSSLC Exam form to NBSE	
15th Nov	Publication of Jubilee Magazine	Wednesday
17th Nov	Jubilee	Friday
Nov	Publication of Annual inter-disciplinary journal 'Pursuance'	
December		
1st Dec	***Statehood day***	Friday
Dec	Listening and Speaking test for class 11	
Dec	Year-end Cleaning of college campus (NSS)	
8th Dec	Field Trip for 6th Semester (EVS)	Friday
10th Dec	***World Human Rights Day (Peace Channel)***	Sunday
16th Dec	***Winter Break begins***	Saturday
17th Jan 2018	College Office Re-open	
23rd Jan	Re-opening of the college	

Mhonvani Ezung   ***Dr. Rükhono K. Iralu***

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*