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
2018—2019

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/iqac/ http://aldercollege.com/wp-content/uploads/2017/06/AQAR-2018-19.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   2018 - 2019

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

1.	AQAR : 2017-18 submitted to NAAC on 10/7/18

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
> - cooking
> - 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 |

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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 | 1 |

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 2018 – 19; prepared a Tentative Plan for 2019-20.

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.

- Nagaland University invited HoDs of Edu. & English Deptt., and Asst. Prof. Of Tenyidie Dept. to review and finalize the CBSC-LOCF Undergraduate Syllabi drafted under the new UGC guidelines.

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.

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   20

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.
- The dept. of education initiated a Creative Enhancement Activity in July 2019 utilizing unused ordinary materials with the purpose of nurturing Students' creativity. Students of 1st semester were assigned the task of interviewing elders of the community to gain an insight of the rich cultural heritage.
- To encourage students' regular visits to the Library, library-based activities were conducted.
- Organization of field trips with a special focus on bio-diversity.
- Writing activity to enhance students writing skills as well as to identity students with hearing/learning disability, if any.
- Visit to State Museum (Education & History Depts.) and submission of report.
- 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   180

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.

- Class tests instead of Common Internal Test for students' continual internal evaluation.

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

- 3

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	118	3	3	19	39	7	3	57.62%
	Total enrolment	Qualified						
Cooking	50	34						68%
Music	48	32						66.66%

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	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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 **Educational Cognizance of Child Sexual Abuse : Food for Thought'** was contributed to a book titled **Recent Trends in Education**, with the ISBN No 978-93-88998-61-1*

*   An article titled **Eminence Of Creating Cognizance Of Child Sexual Abuse Through Education : Need Of The Hour** has been contributed for publication to a book which is being prepared by Unity College in collaboration with Childline ,Dimapur.

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 ☐ 2

* Two faculty members of Education Dept. presented Women Narratives in Naga Society with Special Reference to Customary Laws and Culture and Juxtaposition and the Impact of Customary Law and POCSO Act, 2012 on Child Sexual Abuse in Nagaland at the National Seminar at Baptist Kohima, on 24th & 25th Sept. 2019.

* The paper, 'Eminence of Creating Cognizance of Child Sexual Abuse through Education : Need of the Hour' was presented by a faculty member of Education Dept. at the Two-Day National Seminar on Child Rights and Protection : Acts, Issues and Challenges held at Unity College Dimapur on 24th & 25th October 2019.

3.13 No. of collaborations * International ☐ National ☐ Any other ☐

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: ☐

From Funding agency ☐ From Management of College ☐

Total ☐

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 leve [ ]

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 [ ]

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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

- 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	1		15
Laboratories	1			1
Seminar Halls	1			1
No. of important equipments purchased (≥ 10 lakh) during the current year.	40	5	College fund	45
Value of the equipment purchased during the year (Rs. in Lakhs)	18	4	College fund	22
Others^				

4.2 Computerization of administration and library

Administration and library are computerised. Database and profile of students are maintained with a college management software over the college networking system. 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	5809		29			
Reference Books	0633		None			
e-Books*		N-LIST				
Journals	10		10		10	
e-Journals*		N-LIST				
Digital Database		N-LIST				
CD & Video	31		None			12
Others (specify): Magazines	10		None			15

Besides the above mentioned the following services are also provided:

- Awareness programme for students on E-Resources under N-LIST and National Digital Library of India.
- Orientation to fresh students.
- Extension service to staff and students.
- Soul 2.0 software is being used to automate the library.
- The Bar-Coding System has been introduced for easier access to resources.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	30	1	20 mbps 100+ gb wifi	2	2	3		
Added	2	-	100Mbps 550GB; 50Mbps wifi	1	1	2		
Total	32	1	100Mbps 550GB; 50Mbps wifi	3	3	5		

Others	*Existing*	*Added*
Projector	4	1
Printer	7	4
CCTV	10	0
Photocopier	4	1
Speakers	8	2
Scanners	6	1
Wifi units	2	1
Lap top	4	0
TV	1	0
Projector screen	6	1
Total	52	11

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

- Basic Computer Education in collaboration with AICSM of Diploma & Certificate programs
- Computer literacy/awareness programs in the college

4.6 Amount spent on maintenance in lakhs:

i) ICT	3
ii) Campus Infrastructure and facilities	9.5
iii) Equipments	3.5
iv) Others	3

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
428			

(b) No. of students outside the state | 3 |

(c) No. of international students

Men

Women

No	%

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2		489	1		492	2		425	1		428

Demand ratio   Dropout % - 1:1.4

22

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 [428]

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.
- Observation of Girl Child Day on 24th January 2019 where an awareness on 181-Women Helpline, Sakhi-One Stop Centre and BBBP was given.

5.9 Students Activities

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

State/ University level [State: 30] 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 [ ] 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	1	86,000/-
Financial support from government	426	Approx. 4,686,000/-
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 in the meetings held on 21st July 2018 and 29th July 2019 are as follows:

- Fixation of ledges in girls toilet, class room windows   :   addressed
- Replacement of cables and wires of microphones   :   addressed
- Proper lighting system in the classrooms   :   addressed
- Photo stating facility in the college   :   partly addressed
- Extension of college canteen   :   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 of online/offline College Management Software developed by Guras Marketing Pvt. Ltd.
- The library uses the software SOUL 2.0 & 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.

  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   1,36,00,583/-

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.

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.
- Maintenance of flower beds.
- Promotes marker ink pen rather than chalk dusting units.
- 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.
- Introduction of No Single – Use Plastic Campaign in the campus.
- 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.

- The use of Social Media to promote the college, interact with current students and stay connected with Alumni.
- Introduction of No Single – Use Plastic Campaign in the campus to promote a sense of responsibility towards the environment.
- Students were made to contribute eco bricks made from plastic waste out of which an Eco-Brick Bench was constructed in the college.
- Software (Softalaya) installed for maintaining data.

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:

- Alder College Students' Union Executive along with class representatives attended the cultural event organized by the Honourable Governor of Nagaland, Shri P. B. Acharya at Raj Bhavan on 27th March 2019.

- Faculty and students watched the live telecast of the launch of Fit India Movement by Prime Minister, Shri Narendra Modi, along with the rest of the country on 23 August 2019.

- NSS volunteers attended 'Run for a Plastic Free Nagaland' rally organized by NSS and NYK Kohima under Directorate of Sports and Youth Resources on 2nd October 2019 in commemoration of 150th Birth Anniversary of Mahatma Gandhi.

- 5 executive members of Alder College Students' Union attended a conference – 'Swachhta Hi Seva- Cleanliness Service 2019' on 2nd October 2019.

- BA 4th & 6th semester students' and faculty attended the commemorative program of National Education Day at the Directorate of School Education on 11th November 2019.

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 20th to 23rd August 2018 & 6th to 9th August 2019. 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. Students organized such program as Parting Social (22nd March), Freshers' Day (28th June), Cultural Day (30th Novermber)
To introduce Community College	Alder College launched Community College in September 2018 offering courses in Basic Culinary, Art & Music in partnership with Livelihood Enhancement Centre and Symphony Academy of Music
To promote gender sensitization	National Girl Child Day was observed in the college on 24th January 2019.
Career Guidance Cell to take up more initiatives	Students of Post Graduate Diploma in Higher Education under IGNOU conducted an interview in the college on 4th June 2019. ACG program was conducted for the students on 17th July 2019 with resource persons from YouthNet. Soft Skills Training was given to 5 students from 28th to 30th November 2019 in collaboration with YouthNet.
To conduct one seminar each semester	A seminar on Waste Management with Reference to Nagaland was organized by the dept. of Environmental Studies & Eco Club on 4th July 2019 with prominent personalities and members of Green Team as resource persons.

	English dept. conducted a Workshop on Creative Writing with the theme "The Write Craft' on 10th August 2019 with resource persons from Cue Academy.
Neighbourhood Extension Activities/Extension services	The college continues to provide workshops on Food Preservation & Baking for women in the neighbourhood to encourage economic independece.
Cleanliness drive	A mass social work (Swach Bharat Mission) initiated by the students union was held on 30th January 2019. Introduction of No Single – Use Plastic Campaign in the campus. Eco club conducted social works on 30th July 2018 and 2nd February 2019. NSS observed a One-Day Cleanliness drive in the campus on 3rd August 2019.
Mentor-Mentee & Mentor-Parent/Guardian Meet	Mentor-Mentee Meet was conducted for 2nd, 4th & 6th semester students on 30th March 2019 & Mentor-Parent/Guardian Meet was conducted on 27th September 2019 where the Mentees and Parents/Guardians were apprised of the Mentee's academic & attendance performance.
Promotion of social services and participation in social causes	Students of the college headed by the GS participated in the peaceful dharna organised by ANCSU against grievances like land encroachment in Kohima Science College, Scholarship scam &proper maintenance of schools and colleges in the state. 31 students carried out a Cleanliness Drive at Kohima Local ground on 7th August 2019. NSS volunteers organised a Cleanliness Drive around SBI Main Branch and DC Office Kohima to

	commemorate 50th Anniversary of NSS Day.
Participation in seminars, workshop etc.	NAAC Co-ordinator attended Annual Conference Cum Seminar on "NAAC Methodology and Assessment" organised by the Principals Forum on 13th July 2018. A faculty member from the dept. of Tenyidie attended the 49th Annual Tenyidie Seminar organised by Ura Academy and Dept of Tenyidie, NU from 29th to 30th May 2019. 3 faculty members from the departments of Education (9th October), English (18 October), Tenyidie (2nd September) participated in the deliberation on and finalization of CBCS-LOCF Undergraduate Syllabi conducted by the NU. Two faculty members of the dept. of Education attended a National Seminar on 24th & 25th September 2019, 24th & 25th October 2019.
Faculty & Staff enrichment program	Awareness Program on Mental Health under the initiative of District Mental Health Program of the Department of Psychiatry (NHAK) on 13th February 2019. A talk on A Glimpse of the Life of Native Americans on 26th February 2019 with Professor from Granada University as the resource person. A health talk on General Good Health organised by Alder College Fellowship on 4th September 2019. Awareness program on Harmful Effect of Tobacco & COPTA Act of 2003, in collaboration with National Tobacco Control Program on 13th November 2019.
Participation in Capacity Building Programs	30 students of 5th semester participated in a program "Practical Learning on Waste Management" on 12th July 2019, where making of plastic bricks was taught. Teachers-in-charge of Peace Channel attended a

	meeting with Peace Animator of Kohima District on 10th June 2019. President of PCC, Alder College, attended a Leadership Development Program from 23 – 24 August 2019 at Don Bosco School, Dimapur.
Spiritual Renewal & Value Education	The Alder College Fellowship conducted its annual camp on 14 – 15 August 2019.
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 2018-19	The AQAR was prepared and forwarded to NAAC on **(19/12/2019)**

- **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 (2019 – 20)

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 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).
- 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.
- Continue interactions/services with Tabitha Enabling Academy.
- 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, staff etc. to participate in capacity building programmes.

- To promote research culture.

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

- Providing consultancy service as and when required.

- Celebration of important National days.

- Finalisation and forwarding of the College AQAR for 2019-20 to NAAC.

- Publication of Collection of Short Stories.

Annexure V

DATE & MONTH	EVENT	DAY/WEEK
JANUARY - February		
Jan – 15	College re-open	
Jan – 16	Submission of enrolment, question requisition, dropping of honours application/transfer of college	
Jan – 21-30	Model Examination (Class 12)	
Jan -26	*Republic Day*	
February – 02	Cleanliness Drive	
February – 12 - March - 04	Class- XI Promotion, Class-XII Final Examination	
February – 18-28	Common Internal Test for 2nd, 4th & 5th Semester	
March		
March - 8	Submission of Semester Internal Marks by teachers to office	
March – 16	IQAC/Academic committee meeting	
March – 19	Declaration of class 11 results	
March - 20	Submission of Internal Marks (4th & 6th) Semester, Exam Form to NU	
March – 21	*Holi*	
March – 22	Parting Social for 6th Semester	
March – 20-22	Admission for Class – XII	
March – 25	Classes resume for Class -XII	
March – 29	Seminar / Workshop for Tenyidie & EVS	
March – 30	Mentor/Mentee meet for 2nd, 4th & 6th Semester	
April		
April 5 - 22	2nd, 4th& 6th End Semester Examination	
April 18–22	*Easter Break*	
April 23-30	Evaluation of papers	
April	Alderambling	
MAY		

May - 1-31	*Semester Break*	
May	Admission for 1st Semester & Class 11	
May - 6	Submission of 2nd Semester result to NU	
May - 7	Declaration of 2nd Semester Result	
May - 14-18	Admission of 3rd Semester	
May - 20-24	Admission of 5th Semester	
June		
June -3	Classes resume for 1st, 3rd, 5th Semester & Cl – XI / XII	
June – 5	*Id UlFitr*	
June – 1st Week	Orientation for 1st Semester (Dept. Wise cum General Student)	
June	Library orientation for 1st Semester (A)	
June	Library orientation for 1st Semester (B)	
June	Library orientation for class 11	
June – 10 – 14	Collection of packets from Board	
June – 15	(Last period) Orientation of Peace Channel	
June -28	Freshers Day	
June	Cleanliness Drive (Eco Club)	
June	Youth Red Cross Annual Meeting	
June 30	Transfer of college	
JULY		
July - 1	College Foundation Day	
July - 6	Election of ACSU	
July - 8	Submission of 1st, 3rd & 5th Student Profile, Enrolment, Question Paper Requisition to NU	
July – 10	Career Talk	
July - 12	Grievance Redressal	
July	Induction of new members (Peace Channel)	
AUGUST		
Aug 5 - 9	Submission of Class 11 & 12 particulars to NBSE	

Aug 6 - 9	Sports Week	
Aug – 12	*Id UlZuha*	
Aug - 15	*Independence Day*	
Last week of August	Midterm exam for class 11 & 12	
Last week of August	Common Internal Test for 1st, 3rd & 5th Semesters	
Aug 24	*Janmashtami*	
Aug – 30	Submission of 10 marks internal for Cl – XI/XII (Mid-Term)	
Aug	Field trip for 5th Semester	
September		
1st Week of Sept	Submission of internal marks 1st, 3rd & 5th Semesters to college office	
Sept – 9 – 14	Collection of HSSLC Exam Form for class 12 for 2018 from NBSE	
Sept - 10	Peace Foundation Day (Peace Channel)	
Sept – 13	Parents Teachers Meet for Cl – XI /XII	
Sept – 16	IQAC/Academic committee meeting	
Sept – 20	Seminar/Workshop (History Department)	
Sept – 20	Submission of Examination Application Form of 1st, 3rd & 5th Semester to NU.	
Sept - 23	Declaration of internal exam results	
Sept – 21 - 25	Submission of Mid-Term Exam result of Cl – XI/XII along with question paper.	
Sept – 27	Mentor-Mentee meet (1st, 3rd & 5th Semester) Parents	
October		
Oct - 2	*Gandhi Jayanti*	
Oct – 5-21	End Semester Examination of 1st, 3rd & 5th Semester & Class – XII Selection Exam.	
Oct – 7-8	*Dussehra*	
Oct – 10	Listening & Speaking Test for Cl-XII & Submission of 10 marks.	
Oct – 14–19	Submission of HSSLC Exam form to NBSE	
Oct – 22–31	Admission for 2nd, 4th & 6th Semester	
Oct – 27	*Diwali*	

November		
Nov - 1	Classes start for 2nd, 4th & 6th Semester	
Nov – 8	Submission of Tabulation Sheet for 1st, 3rd & 5th Semester	
Nov – 11	Declaration of Semester Result.	
Nov – 12	*Guru Nanak Birthday*	
Nov – 29	College Megazine	
December		
Dec – 1	*Statehood day*	
Dec - 6	Listening and Speaking test for class 11	
Dec – 7	Field Trip for 6th Semester (EVS)	
Dec – 12	Year-end Cleaning of college campus (NSS)	
Dec - 14	*Winter Break begins*	
Jan -15 / 2020	Re-opening of the college	

Mhonvani Ezung   *Dr. Rükhono K. Iralu*

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