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

2016—2017

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/wp-content/uploads/2017/06/AQAR2016-17.doc

1.6   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.23	2016	5 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   2016 - 2017

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

- The Institution is submitting its AQAR for the first time after being assessed and accredited by NAAC in 2016.

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

[✓]   [ ]   3   [ ]   [ ]   [ ]

Arts　　　　Science　　　Commerce　　　　Law　　　　PEI (Phys Edu)

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

Others　(Specify) ☐

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   2

2.11 No. of meetings with various stakeholders:

Faculty   2   Non-Teaching Staff /Students

Alumni   Others

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. [ ] International [ ] National [ ] State [ ] Institution Level [ ]

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
   - Facilitated maintenance of infrastructure.
   - Monitored the up keep of clean campus.
   - Oversaw the smooth execution of Mentor-Mentee and Mentor-Parents/Guardians Meet.
   - Deliberated on planning of the upcoming Silver Jubilee.
   - Reviewed/scrutinized the results of 1, 2, 3, & 5 before being sent to University for result declaration.
   - Proposed the appointment of Computer Assistant for Secretarial assistance.
   - Recommended that Cells and Clubs must organise activities.
   - Scrutinized and approved the Annual Report.
   - Prepared AQAR for 2016 – 17; prepared a Tentative Plan for 2017-18.

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year 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		3	
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate				
Others				
Total	2		3	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Full flexibility with regards to curriculum in case of BBA and BBA (T&T) programmes and in two elective papers in the BCA programme; for other programmes limited flexibility on account of mandatory guidelines/statutes of Goa University.

(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.

- There has been no revision/update of regulation or syllabi

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
23	23			

2.2   No. of permanent faculty with Ph.D.

| 2 |

   Including the Principal

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
23								23	

2.4   No. of Guest and Visiting faculty and Temporary faculty

| 5 |

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		5	
Presented		3	
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:
> - Enhanced learning through videos/films, slide shows and power point presentations.
> - Review of previous years question papers using slide presentation to orient students on question paper pattern to equip students for appearing final examination.
> - Facilitated students participation in academic programmes organized at the state and national level enriched students' learning potential.

- To enable students to move beyond the syllabi, Literary Day was organized.
- To encourage students' regular visits to the Library, library-based activities were conducted.
- To keep students abreast of socio-political developments, debate competition on 33% Reservation for Women in ULBs Election was organized by the department of Political Science.
- The Department of Economics gave a winter-break assignment on the effects of De-monetization in Rural Areas where 21 individuals from rural area were interviewed. This was followed up by data-analysis and power point presentation of the student's findings.
- Organization of field trip with a special focus on lake eco-system.

2.7 Total No. of actual teaching days during this academic year   210

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.
- Open Book Test conducted to make students thorough with the subject matter.
- 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.
- IQAC and Academic Committee sits to review results of 1, 2, 3 & 5 semesters before being sent to University for result declaration.
- * 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 Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
Arts	124		1	35	56	75.8
	Total enrolment	Qualified				
Baking	9	9				100
Music	10	9				90

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	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1 (Summer school)
Others (conducted at the College level) :	2

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	15		1	
Technical Staff	2			

Criterion – III

3.   Research, Consultancy and Extension

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

- Expressed the need for more research related materials in the library which resulted in the procurement of more books, journals and e-journals.
- Facilitated in the granting of special leave for faculty members undertaking research study/works.
- Finding brought out based on Peer Team's Report on research area, and distributed amongst the faculty members.

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				

The College has spent Rs.15,000/-(approx.) for processing ISSN number for peer reviewed annual e-journal Pursuance (printing etc.)

3.7 No. of books published i) With ISBN No. [   ]   Chapters in Edited Books [   ]
                ii) Without ISBN No. [   ]

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3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]
DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges [   ]   Auton [   ]   CPE DBT Star Sch [   ]
     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 [4]

- Maheo Lohru (English Department) is a resource person on Life Skills and has imparted trainings to colleges, schools, youth clubs and centres.
- Dr. Rükhono K. Iralu (Principal) is a member of All India Education Society, State NAAC Co-ordinating team, and Nagaland College of Teachers Education.
- Ms Nekhini Athini (Librarian) rendered her expert knowledge by giving training to the assistant librarian from Kohima Arts college, Kohima.
- Ms. Levino Yhoshu (Counselor) is a resource person at various youth meeetings and summer camps.

[   ]   [   ]   [   ]

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

Dr. Akala Longkumer (Education Department) was conferred Ph.D degree under Nagaland University.   *.*

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 [NA]

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 [120]

National level [15]   International leve [   ]

3.22 No. of students participated in NCC events:

University level [   ]   State level [   ]

National level [   ]   International leve [   ]

  * 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 [   ]

NCC [   ]   NSS [1]   Any other [4]

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

- NSS and Red Ribbon Club, in collaboration with Nagaland State Aids Control Society organised a sensitizing programme on the theme "Agents of Change : My Life, My Health" (13/08/2016) where 10 volunteers donated blood.
- An MoU stands between Alder College and Tabitha Enabling Academy, and had interaction with their deaf and dumb instructor.
- The institution donated land for road construction for a small part of the neighbourhood.
- Alder College Management contributes to the maintenance of the road around the

college on regular basis.

- Eco Club organised a cleanliness drive around the college.

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.		20	Mgt/UGC/ self financing programme	
Value of the equipment purchased during the year (Rs. in Lakhs)		12.75	Mgt/UGC/ self financing programme	
Others^		6.25	Mgt/UGC/ self financing programme	

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		1			21
e-Journals*	3828 (N-LIST)	N-LIST				
Digital Database						
CD & Video	12					12
Others (specify): Magazines	17					17

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	23	1	Upto 4 mbps	2	1	7	8	28
Added	3	-						23
Total	26	1	Upto 4 mbps	2	1	7	8	51

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.)

- For computer/internet access etc. purchase of software/hardware including CCTV:1.4 lakhs.
- Basic computer literacy programme for students.
- Website upgradation and maintenance 20,000/-
- A well equipped computer lab and additional computers in library for the benefit of students.
- College has the campus under CCTV surveillance.
- Library is under the process of automation and SOUL by INFLIBNET.
- College has internet facility for both students as well as teachers for reference and study purposes.

4.6 Amount spent on maintenance in lakhs:

i)	ICT	4.50
ii)	Campus Infrastructure and facilities	15.20
iii)	Equipments	4.80
iv)	Others	3.00

Total: 27.50

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.
- Library Orientation Programme highlighting on library services is conducted for freshers.
- Information on services provided by the college is mention in the college prospectus.
- Display of the same on college website.
- Announcements and information given to students on notice board and during fellowships.
- Bill boards are put up in the college campus to further create awareness.
- Above all, 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
468			

(b) No. of students outside the state [ ]

(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
	4	393			397		7	464			471

Demand ratio - 1.98:2.35   Dropout % - 4.53%

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.

- Career Guidance is monitored by Principal, Vice-Principal and a Counsellor. The cell remains pro-active and provides career guidance and counselling.

No. of students benefitted [468]

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

- On 17th September 2016, the Department of Education organised a special class for 3rd Semester students on the topic "Social Discrimination" followed by a discussion on the said topic.

5.9 Students Activities

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

State/ University level [State: 42]   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	02	45,700
Financial support from government	468	3,276,000
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

- NSS volunteers numbering 80 conducted a social work in and around the college (6th December 2016)
- Girls and boys hostellers under the initiation of the wardens contributed their services in the colony clean up organised by the colony authority.
- Red Ribbon Club volunteers along with Nagaland State Aids Control Society organised a programme for people living with AIDS where 10 volunteers donated blood.

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 :   Grievance addressed
- Informal session for every important functions of the college : Grievance addressed
- Improvement of sound system in the auditorium : Grievance addressed
- Shifting of the 5th semester classroom to the old block : Decision pending
- To provide college bus : Decision pending

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.*"

Mission and Objectives:

- To facilitate education for all irrespective of caste, creed and culture.
- To make education accessible to the poorest section of society and the remotest corner of Nagaland and beyond.

- To provide education with a view to developing skills to cope with life as a whole including inculcation of values for responsible citizenship.
- To bring out the best in the individual to attain excellence not only in the academic field but also in the other spheres of life.
- To foster mutual understanding between individuals and groups, to encourage creativity, value education and integrity.
- To regularly upgrade the library with sufficient numbers of relevant books, periodicals, journals and internet facility in order to keep the knowledge updated for the students and the teachers alike.
- To develop and provide all modern facilities for co-curricular activities together with curricular provisions where the youth would be groomed mentally, physically and psychologically to their requirement of the contemporary society.
- To develop into residential institute with adequate infrastructure shall be one of the priorities in order to have optimum academic atmosphere.

6.2   Does the Institution has a Management Information System

   Yes, the Institution has a Management Information System of online college management software.

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

   6.3.1   Curriculum Development

The college does not have a direct participation in the development of the Curriculum as it is prepared by the parent University. However the curriculum for add on courses has been independently formulated by the college in consultation with the qualified instructors (Music : qualified under Trinity College, London Board Grade 8 & Baking : Diploma in Hotel Management, PUSA, New Delhi)

The college also takes initiative to ensure effective implementation of the curriculum through Log Book and Action Plan.

Opportunity is provided to the teachers to attend capacity building programmes to keep them updated on latest developments in their respective subject.

6.3.2   Teaching and Learning

- Technology has been regularly upgraded for the purpose of enhanced Teaching-Learning (TL) and the college has 3 classroom with mounted LCD projectors and one general ICT room.

- Library has access to e-resources through N-LIST. These resources are available to the students and staffs during all library hours. Updated journals like *Economic & Political Weekly* and e-journals are purchased at regular intervals.
- Efforts are made by the institution to enable the faculty to attend faculty development programmes relating to quality TL methods.
- A good number of new books was added to the library collection.
- Student-Teacher Evaluation through Questionnaire was carried to point out short comings and improve TL.

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.
- An internal assessment comprising of different activities (30 marks) are conducted by teachers for their respective classes.
- An external examination (70 marks) is held at the end of each semester by the affiliating University and a final assessment is arrived at by taking into consideration the students performance at both internal and external 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. Given below are the list of faculties who has participated:

i.   3 (three) faculties participated and presented research papers in the National Seminar on "Constructivism" (1st to 2nd September, 2016).

ii.   In the ICSSR sponsored two days National Seminar on "Quality Teacher Education : Issues and Challenges of Two Year B. Ed Programme", 2 (two) faculties participated and 1 (one) faculty participated as the Rapporteur (7th to 8th November 2016).

iii.   1 (one) faculty participated in the one day Workshop on the theme "Mental Health" organised by the Mental Hospital, Kohima (20th April 2016).

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.

- Wi-fi and Internet facility in the Library.
- LCD projectors in three class rooms (1 for each batch: 1st, 3rd & 5th semester or 2nd, 4th & 6th semester) and one common ICT room.
- Indoor Stadium to promote games and sports.
- Hostel for both boys and girls.

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.

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 etc.

6.5 Total corpus fund generated   10,00,000/-

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 Dept. Heads
Administrative	Yes	NU	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?

- Internal-external evaluation
- Continuous assessment
- Re-evaluation facility
- Declaration of result on website
- Provision of supplementary exams to clear back log papers

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

- Though the Alumni Association of the college could not contribute/participate in the programmes of the current year, it keeps in touch with the college and give valuable feedbacks. It is pertinent to mention that 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

- At present the college does not have a formal Parent-Teacher Association. However, parent/guardians have regularly interacted with the Principal, Vice-Principal and faculty on important issues.
- There is also a regular interaction between Mentors and Parents/guardians of students where the overall performance of the student/Mentee is deliberated upon.

6.13 Development programmes for support staff

- Capacity building programmes
- Motivational talks

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

- Eco club encourages varied eco-friendly programmes such as – Segregation of garbage and waste bins at appropriate locations.
- Periodic disposal of plastic waste through municipal agencies.
- The canteen has separate bins for food waste and plastic waste.

- 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.

- Printing of rough works is 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.

- 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 and Perseverance has been adopted.

   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

   - NSS volunteers numbering 80 conducted a cleanliness drive of the college campus, class room and college surroundings (6th December, 2016)

- Field trips for the 6th semester students to Chida post by department of Environmental Science was undertaken to study about lake eco-system (9th December, 2016).

- Eco club members interacted with the students of Sociology Department, St. Joseph College, Jakhama, on the theme "Eco Club in Kohima" in the college. Questionnaires were handed out and responses collected (December, 2016).

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

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.

- 1 faculty member was conferred with Ph. D degree in 2016.

- 2 faculty members have registered as Ph. D scholars under Education Department, Nagaland University, in 2016.

- In order to acquaint students with research methods, every semester students are assigned project works on topics like Curriculum Development (Students are made to develop their own Curriculum), Benefits of Technology inside the class room (questionnaire, sample and interview from teachers as well as students).

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

- Peace Channel Club participated in a programme themed "Building Blocks for Peace" in commemoration of the International Peace Day (17th October, 2016).

- Deaf and Dumb instructor from Tabitha Academy was invited to interact with students. The interaction helped and sensitised the students about PwD (People with Disabilities).

- The football and volleyball team participated in All Nagaland College Students Union (ANCSU) Sports Meet cum Beat Contest held from 9th to 12th November, 2016.

- Alder College Fellowship conducted 23 fellowships to inculcate moral values.

- In commemoration of Peace Foundation Day (21st September, 2016) Peace Channel members performed a Peace Act during the college fellowship.

- On 28th May 2016, 18 student leaders went to adventure camping site, The Track, Kiruphema where various values and skills like team work, unity and leadership skills were taught through out door games and activities.

- The Editorial Board introduced an innovative practice of maintaining a Wall Magazine where students can post write-ups, poems, sketches, collage, current news and other

compositions. This is aimed at providing further opportunities for artistic expressions and enhancement of literary tastes. A Tenyidie section has been introduced in the college magazine to promote and preserve local tradition and culture.

- Alder College celebrated Cultural Day on 13th June 2016 and successfully conducted sports week from 16th to 18th November, 2016.

- An awareness on Solid Waste Management was conducted by SIPMIU, Nagaland on 8th June 2016.

- A health camp was organised in the college campus on 19th June 2016 by Dr. Avitso Liegise from CIHSR Dimapur. Free consultation was availed by students.

- On 31st October 2016, 11 students participated in NSS Digital Workshop organised by the Ministry of Electronic and Information Technology and a students from the college bagged runners up trophy in Poster competition.

- The college offers its infrastructure to conduct state/national level examinations.

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 and successfully concluded sports week from 16th to 18th November, 2016. Teachers' Day celebration was organised by students body and various awards given out. Literary Day was organised by Students' Union (30th July 2016)
Deliberated and finalised on changing the Second Best Practice	"Cleanliness Drive" was adopted as the Second Best Practice of the college. With motive to create an 'environmentally conscious student', the college carried out several cleanliness drives in collaboration with NSS.
To promote culture	Organised first Cultural Day Programme (13th June, 2016) where cultural songs, dances, plays and attires were showcased.
Community engagement by providing infrastructure and college resources for state/national exams	NPSC conducted its Technical Exam in the college, and teachers of the college were engaged as Invigilators. A book launched for "A Quaint Little Village" authored by Rovi Chasie and published by the Heritage Publishing House was held on 30th September, 2016.
Inculcate responsibilities towards society	10 volunteers donated blood in a programme organised by NSACS. Girls & boys hostellers joined in a cleanliness drive organised by Sepfüzou colony where the college is located.
Promotion of social	Students took part in ANCSU agitation against

causes	discrepancies in Medical and Technical quotas, and the loop holes in Higher and Technical Department. Students participated in a rally (11th August, 2016) organised by NSF against AFSPA
Keeping parent/guardians informed about student's performance	The parents/guardians of students were updated on their ward's overall performance (attendance percentage & academic) through Mentor-Mentee & Mentor-Parents meet.
Students – Teacher Evaluation	Helped in providing feedback by students to facilitate better teaching-learning experience.
Orientation programmes for fresh students	Fresh students were enlightened on course & examination pattern, rules and regulations of the college. Library orientation was conducted to highlight on Library services/facility available
Provide access to daily news	This facility enable students to keep abreast of current events.
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.
Restructuring Cells, Clubs and Committees as and when necessary	Appointed one member as Convenor to oversee events organised, call meetings etc. Appoint a new member in case of vacancy.
Encourage faculty and staff to participate in capacity building programmes	The Principal attended the 2016 Mind Education Leaders Form on 23rd August, 2016. The Principal and a Senior Staff member attended a Review Meeting on 10 Point Grading System and Marksheet Model organised by Nagaland University on 8th December 2016. Teachers in charge of Peace Channel attended a one-day Teacher Animator programme.
To promote research culture	2 faculty members registered as Ph. D scholars under Education Department, NU in 2016. One faculty was conferred with Ph. D degree in 2016

Deputing faculty to make research presentations at state/national level seminars	3 faculty members presented paper on "Constructivism" (1st & 2nd September, 2016 at a National Seminar.
To provide consultancy service/expertise whenever possible	A faculty member imparts training on Life Skills on a regular basis to Colleges, Youth Clubs/Centers and Schools. The Librarian gave a training on Management of Automating the Library using SOUL software for one week to the Assistant Librarian of Kohima Arts College
Celebration/observing of important National days	To promote a sense of nationalism, Independence Day and Republic Day were observed. Besides, Teachers' Day was also celebrated.
Finalisation and forwarding to NAAC the College AQAR for 2016-17	The AQAR was prepared and forwarded to NAAC on **(06/07/2017)**

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. 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 (2017 – 18)

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 2017-18:

- 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.
- To introduce Tenyidie (MIL) as an Elective Subject.
- Alder College Fellowship will have its annual camp for spiritual renewal and value education.
- To conduct one seminar each semester (department wise).
- Orientation on NAAC Re-accreditation.
- Orientation on Project Works and Paper Presentation to Students.
- To conduct a Literary Day.
- Neighbourhood Extension Activities to be taken up to strengthen neighbourhood network.
- In commemoration of Silver Jubilee, take up some activities reflecting our motto.
- Maintain a separate bin for organic and inorganic waste.
- Involve students in organizing important proprammes of the college.
- To continue cleanliness drives.
- Community service by providing the use of infrastructure and college resources.
- 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.

- Subscribing to additional journal.

- 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.

Mhonvani Ezung

Signature of the Coordinator, IQAC

Dr. Rukhono K. Iralu

Signature of the Chairperson, IQAC