# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | Zisaji Presidency College |
| • Name of the Head of the institution | Dr. Purna Chandra Mishra |
| • Designation | Principal (Officiating) |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 8974958900 |
| • Mobile No: | 7005122256 |
| • Registered e-mail | principalzpc@gmail.com |
| • Alternate e-mail | purnamishra2010@gmail.com |
| • Address | Alikhong |
| • City/Town | Kiphire |
| • State/UT | Nagaland |
| • Pin Code | 798611 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | |
| • Type of Institution | Co-education |
| • Location | Semi-Urban |
| • Financial Status | Grants-in aid |

| | |
|---|---|
| • Name of the Affiliating University | **Nagaland University** |
| • Name of the IQAC Coordinator | **Mr. Priyaranjan Das** |
| • Phone No. | **7000339192** |
| • Alternate phone No. | |
| • Mobile | **9612520518** |
| • IQAC e-mail address | **iqac.zpc@gmail.com** |
| • Alternate e-mail address | **priyazpc76@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://zisaji.co.in/uploads/AQAR%202019-20.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **2.34** | **2020** | **08/01/2020** | **07/01/2025** |

| **6.Date of Establishment of IQAC** | **01/04/2013** |
|---|---|

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **None** | **Nil** | **None** | **Nil** | **Nil** |

| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** | |
|---|---|---|
| • Upload latest notification of formation of IQAC | No File Uploaded | |

| **9.No. of IQAC meetings held during the year** | **3** |
|---|---|

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

| | | |
|---|---|---|
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | **View File** | |

| | |
|---|---|
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

| | |
|---|---|
| • If yes, mention the amount | |

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

**1. Submission of AQAR 2. Conduct of Webinar on NEP 3. National Workshop on Economic Livelihood 4. Introduction of Integrated Farming 5. Installation of Electrical Transformer**

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| Installation of Electrical Transformer exclusively for the college | 25 KV Electrical transformer is installed |
| Construction of Rostrum | Could not be implemented due to the proposal of extension of playground |
| Collection of online Feedback | Manual system of obtaining feedback is extended for one more year |
| Redesigning of College Website | Done but domain changed due to some technical issues |
| Infrastructure for differently-abled students | Delayed due to financial constraints |
| Tree Plantation | successfully done with 200 saplings |
| Student Canteen extension | Could not implement due to lock down |
| Girls Hostel | Proposal Sanctioned |
| Construction of Gymnasium | Not done |
| Construction of Common room | To be constructed under aspirational district fund |
| Introduction of Sociology Subject | Proposal submitted to the Department of Higher Education |

| **13.Whether the AQAR was placed before statutory body?** | **Yes** |
|---|---|

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| College Advisory Board | 16/12/2021 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2021 | 21/10/2020 |

**15.Multidisciplinary / interdisciplinary**

|  |  |
|---|---|

**16.Academic bank of credits (ABC):**

|  |  |
|---|---|

**17.Skill development:**

|  |  |
|---|---|

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

|  |  |
|---|---|

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

|  |  |
|---|---|

**20.Distance education/online education:**

|  |  |
|---|---|

## Extended Profile

### 1.Programme

| 1.1  Number of courses offered by the institution across all programs during the year | 6 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

### 2.Student

| 2.1  Number of students during the year | 187 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **372** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 2.3 Number of outgoing/ final year students during the year | **48** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

## 3.Academic

| 3.1 Number of full time teachers during the year | **17** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 3.2 Number of Sanctioned posts during the year | **16** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **8** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **10.6** |
| 4.3 Total number of computers on campus for academic purposes | **50** |

## Part B

| **CURRICULAR ASPECTS** |
| --- |
| **1.1 - Curricular Planning and Implementation** |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process |

Zisaji Presidency College being an affiliated college under Nagaland University follows the curriculum and syllabus prescribed by the University. Within the prescribed framework the College ensures effective curriculum delivery. The Principal conducts faculty meetings and staff meetings to discuss the various curricular, co-curricular and extra-curricular activities to be conducted in the College before the beginning of an Academic Year. Keeping in view the Academic Calendar of Nagaland University, Calendar of State Government and action plan submitted by different committees the Academic Calendar of the College is prepared and published in the notice board and the college website. At the beginning of each semester various departments conduct departmental meetings for course distribution among the teachers and even an action plan for other departmental activities. Accordingly, the teachers prepare the Lesson Plan and the final Time Table for the students is prepared. Students are informed about the academic calendar, time table, syllabus and the lesson plan in each department through notice boards and on the college website. Blended Learning method and participative learning is used for effective curriculum delivery and creating a learner centric classroom environment. Students are given homework for in depth study. Classroom attendance of students is recorded and is notified to them on a monthly basis. The college library provides the teachers and students with adequate learning resources to facilitate effective curriculum delivery. Department meetings are held periodically to monitor the progress of syllabus and review the activities conducted. If the progress of the syllabus is not as per the lesson plan then compensatory classes are conducted for strict adherence to the lesson plan. Students are assessed continuously and comprehensively on their skills through class tests, assignments, projects, seminars, group discussions, quiz and debates on relevant topics based on the syllabus. The Examination Branch takes care of the schedule, question paper distribution and other necessary arrangements for smooth conduct of these assessments. The performance of the students is informed to the students as well as their parents. The End-Term Examination is held as per the University schedule and guidelines and the final result is prepared accordingly for onward submission to the University. Apart from that Unit tests are conducted by the teachers to review the students' progress in each unit. Accordingly, regular tutorial and remedial

classes are also conducted for the slow learners. The college makes use of Feedback mechanism for the students in order to get their feedback on the curriculum transaction and delivery. The IQAC monitors the feedback mechanism and analyses the feedback on curriculum delivery for further improvement. The teachers are also encouraged to attend Refresher Course, Orientation Course, Seminars and Workshops to update their knowledge in their respective field and a copy of their certificate is submitted to IQAC for documentation.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | https://zisaji.co.in/uploads/Academic%20Calender%202020-21.pdf |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Zisaji Presidency College works under the broad parameters laid down by Nagaland University without losing its unique work culture for the upliftment of the students. As per the University regulations, it conducts end term examinations in each semester. Thus six semesters are taken up in the span of three years. In each semester, 100 marks of a paper is divided into a 70:30 ratio. Marks 70 is earmarked for end term examination in each paper. The remaining 30 marks are again split into a 10:10:10 ratio for three different internal assessments with some flexibility given to the college. Zisaji Presidency College conducts one class test for 10 marks, one home assignment for 10 marks and one quiz/debate for 10 marks for general students and one seminar of 10 marks for honours students. Internal Assessments are incorporated in the Academic calender. Apart from this unit end assessments are also conducted in 1st and 3rd Saturday. Remedial classes are also taken by the teachers to clarify the doubts after identifying the weak students. Every activities including those mentioned above are conducted as per the Academic Calender which generally gets prepared at the beginning of an Academic session in a Staff Council Meeting. Aditional activities not mentioned in Academic Calendar, is undertaken after official notification or circular.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File](#) |
| Link for Additional information | https://zisaji.co.in/uploads/Academic%20Calender%202020-21.pdf |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | [View File](#) |

## 1.2 - Academic Flexibility

## 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

## 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

**6**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | [View File](#) |

## 1.2.2 - Number of Add on /Certificate programs offered during the year

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**Several courses are offered in the institution that integrate cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. Some courses are elective whereas some are core courses.**


**GENDER**


**In the Department of Political Science Women and Politics in India**

(POL 505) enables the students to recognize the worth of women in political development, to understand the linkage of women and politics and the value of women empowerment. The Department of English offers Indian Women Writing in English (ELENG 604) which enables the students to understand the gender issues of India in a cultural and historical context as expressed by Indian women writers.

## ENVIRONMENT AND SUSTAINABILITY

There are two papers in Environmental Studies (EVS I and EVS II) which deal with issues related to environment and sustainability as a part of the syllabus.

In the Department of Economics, Economics of Environment (ECO 602) deals with environment and sustainability. It enables students to understand the concept of environment and ecology, concepts and indicators of sustainable development and to learn the value of environmental goods.

## HUMAN VALUES AND PROFESSIONAL ETHICS

In the Department of Education, Peace and Human Rights (EDN 504) enables the students to learn the need and significance of peace in conflict ridden society and to acquire knowledge about human values, rights and different organizations dealing with such issues. Guidance and Counselling in Education (EDU 602) deals with Human Values and professional ethics.

Department of Political Science offers Issues in World Politics (POL 502) which covers the origin and growth of Human Rights. Human Rights (POL 504) covers origin and historic development of human rights and develops awareness on the value of Human rights in India and the world. It also enables the students to identify the challenges to human rights. Conflict and Peace Studies (POL 604) covers theories of conflict, importance of peace and human values

**and Gandhi's idea of Ahimsa as a tool of conflict management.**

**Apart from that volunteers in NSS, YRC, Eco and Sanitation Club and cadets of NCC actively participate in tree plantation, environmental awareness programmes, cleanliness programmes and other social services. Volunteers of RRC (Red Ribbon Club) participate in AIDS awareness and blood donation programmes.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | [View File](#) |

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

**2**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Programme / Curriculum/ Syllabus of the courses | [View File](#) |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | [View File](#) |

## 1.3.3 - Number of students undertaking project work/field work/ internships

**48**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

**1.4 - Feedback System**

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

| 1.4.2 - Feedback process of the Institution may be classified as follows | B. Feedback collected, analyzed and action has been taken |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://zisaji.co.in/uploads/feeddack%20analysis.pdf |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**750**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | View File |

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

## 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**186**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | View File |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Response:**

**The students taking admission to this institution come from different institutions of the district and even from other districts and states. Their language skills, subject competence, acquaintance with educational technology and motivation for learning differ from each other. The Institution assesses the learning levels of the students prior to the commencement of the course for which their performance in the qualifying examination and grading in other skills becomes an indicator. The institute organises an Orientation Programme before the commencement of each semester to familiarise the students with the courses and assessment procedure. The institute creates a student friendly environment so that students can freely discuss their strengths and weaknesses with the teachers. The assessment after admission is done through Continuous and Comprehensive Evaluation like Home Assignments, Unit tests, Class Tests, Group Discussion, Seminars, Quiz, Debates and even through Classroom Interaction. Model tests are conducted specially for the new entrants to the semester system to let them know the university examination pattern.**

**The teachers identify the advanced and slow learners based on their response, articulation of ideas, curiosity and participation in the teaching-learning process. Having identified these students, the teachers devise strategies to enhance the students' knowledge and skills.**

**Special attention is also given to the slow learners in tutorial classes and remedial classes in a smaller group of students. Advanced learners are encouraged to make best use of the library for intensive study of the subject, present papers in seminars organised in the college and participate in literary competitions organised by the college and outside institutions. They are also encouraged to prepare for competitive examinations in Zisaji Career Resource Centre where teachers are available to help them in different subjects. The institute also runs a mentoring programme where a group of students get a teacher as their mentor to take care of their academic issues. The Institution also conducts regular field study in order to help the students to have first hand knowledge. The teachers make themselves available in the campus to assist the students at their time of need. The Institution organises athletic, literary and cultural programs for the students to showcase their potential and creativity. The institution has also set up a computer lab and floriculture set up to enhance the skills of students in computer and gardening. Even skill development programmes are organised to assist students develop their skills in different fields which will help them in future life. The institute encourages the students to participate in different outside programmes to develop their life skills. Wall Magazine and College Magazine 'Aspire' also act as a platform for enriching and developing the creativity and critical thinking of the students. The Guidance and Counselling Cell of the committee periodically organises different programmes for the students to enlighten them about their future career.**

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

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

| Number of Students | Number of Teachers |
|---|---|
| 187 | 17 |

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

**The Institution follows comprehensive student-centric methods aiming at holistic development of the students as well as enhancing their learning experiences. The Institution provides smart classroom facilities to the students that facilitate blended learning. The teachers use e-learning resources like Youtube, Swayamprabha, video lectures etc in the classrooms to make the whole teaching learning process interesting and interactive. The teachers encourage classroom discussions and raise questions for the development of critical thinking of the students. A zeal for searching answers from different sources enhances the research skill of the students and encourages self study. The students are also asked to carry out individual projects in different courses and submit project reports which enable them to have a firsthand knowledge beyond textbooks. Besides tutorial classes and remedial classes are conducted with smaller groups of students for better interaction and individual attention. All the students are also actively involved in the various academic activities such as peer learning, assignments, quiz and debates etc which broadens their mental horizon. Different departments organise seminars and group discussions for the students to share their ideas on different topics and offer a platform for discussion. Debates are often organised on contemporary issues to develop their critical thinking.Workshops are also organised to develop the skills of students in different fields. Visits to other institutes on educational trips are also organised for the students. The institute also encourages the students to participate in conferences for exposure and group interaction. The Institution has set up various co-curricular and extra-curricular activities related committees and clubs for facilitating experiential learning and to help the students fully realise and develop their talents and**

skills. The students are encouraged to be volunteers of NSS, RRC (Red Ribbon Club), YRC (Youth Red Cross) and join NCC to be a part of experiential learning. Cultural activities are organised regularly to enlighten the students about the values and practices of the country in general. The spirit of teamwork is strengthened by encouraging the students to participate in different extension activities The Institution also invites experts from different fields and activists from different organisations for interaction with students on different subject matters.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers in this institution adopt innovative practices in the teaching and learning process. The different innovative methods used by teachers are supported by ICT enabled tools. These may be noted as follows: The classrooms are converted into smart classrooms or equipped with projectors and interactive boards to create a better teaching learning environment. The teachers are facilitating the learning process through Power Point Presentation in the classrooms. The teachers also use Documentary Movies and Instructional Videos related to the syllabus for better understanding of the subject content. There is also a teleconferencing Hall. The teachers also use YouTube Lectures, maps, posters, slogans, etc. to make class more interesting and effective. For language classes the teachers use audio systems for better understanding of the sound system of language. The college is also providing an e-library to the students for access to already stored ebooks. Teaching learning process is also taken out of the traditional classrooms by the usage of e-learning tools like Whatsapp. Social media has been a successful platform among the teachers and students for discussion and sharing of study materials.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | **Nil** |

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

**16**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

**17**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

**2**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

**206**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**In each Semester, students go through a series of Internal Assessments both as a prerequisite criteria for their successful completion of End Term Examinatin as per the Nagaland University and as the conviction of the institution to bring out the best among the students. 100 marks of a paper is divided into a 70:30 ratio. Marks 70 is earmarked for end term examination in each paper. The remaining 30 marks are again split into a 10:10:10 ratio for three different internal assessments with some flexibility given to the college. Zisaji Presidency College conducts one class test for 10 marks, one home assignment for 10 marks and one quiz/debate for 10 marks for general students and one seminar of 10 marks for honours students. Students who fail to qualify the internal assessment due to absence for ill health or participation in extracurricular activities are given one chance on an alternative date to improve their score. Internal Assessments are incorporated in the Academic calender. Apart from this unit end assessments are also conducted in 1st and 3rd Saturday to make the performance of the students better.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The whole internal assessment system is transparent and continuous. The following system is followed to make the internal assessment system effective and value based.

The tentative timing of the internal assessment is incorporated in the Academic Calendar well in advance at the beginning of each semester for coordination and transparency. Specific dates are notified fifteen days before the commencement of tests. Series of internal assessments are conducted throughout the semester period. The different types of assessment are like Assignment, Class test, Debate, Group Discussion, Quiz and Seminar which prolong for the whole semester. Sometimes students are asked to submit more than one assignment for internal assessment. In some courses field study and project work are given emphasis.

The question papers are prepared with full confidentiality by the examination branch by collecting three (3) sets of question papers from different teachers of the department. The question paper for class test is prepared with varieties of questions like multiple choice, short answer type and essay type questions. Such varieties of questions help the teachers to evaluate the students' competence in the subject. Questions and topics are selected to evaluate the independent learning and mental aptitude of the students.

The marks obtained by the students in each internal assessment are displayed in the notice board within a week of completion of the assessment. Seminars, Group Discussions, Debates and Quiz are conducted by the department with the presence of all the faculty members of the Department. This also gives ample scope to the students to enhance their behavioural approach, and skills in

writing, communication and presentation.

Besides, the teachers conduct Unit tests after the completion of each unit and surprise tests to assess the conceptual understanding of the students. The college also conducts Model Test on the university pattern for First semester students to make them well versed with the Term End examination. The Answer Scripts of class test, assignments and seminar papers are shown to the students with necessary feedback after evaluation to maintain transparency. The teachers also discuss the patterns to follow while answering the questions. The students failing in internal assessment are given one time opportunity as an improvement test to get through and appear for the Term End Examination.

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Yes, the programme outcomes, programme specific outcomes and course outcomes of different programs offered by the institution are stated and displayed on the College website and communicated to the teachers and students at the beginning of the session along with syllabus. Teachers and students are informed about the availability of programme outcome, programme specific outcome and course outcome in the institutional website. Apart from that the teachers and students get a copy of these details in the syllabus provided to them. Such details help the teachers prepare their lesson plan and decide on the pedagogic strategies. The teachers also discuss the information in detail during the orientation programme held at the beginning of each semester.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://zisaji.co.in/uploads/2.6.1%20program %20specific%20outcome.pdf |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Response:**

The institution adopts various methods for the effective attainment of Program Outcomes, Program specific outcomes and Course outcomes. The institution practices continuous internal assessment at the level of the college. Assessments like assignments, class tests, seminars, group discussion, debate, quiz, project works are done all through the semester to evaluate the learning outcomes. The teachers also conduct unit tests after the completion of each unit in their respective papers to assess the depth of learning in that unit.

The teachers identify slow learners and remedial classes are conducted to raise their academic standard. Such formative assessments help teachers devise their pedagogical strategies to ensure successful attainment of the course outcome.

The institution also follows university level End-Term examination at the end of each semester. The evaluation is done through the centralised evaluation system at the institutional level or externally by the university. Such summative assessment gives the institution scope to evaluate the attainment of course outcomes.

To improve the level of attainment the students are also evaluated on the basis of their attendance, classroom participation, receptiveness, motivation in the classroom, and participation in the

outside competitions. The institute ensures efficient and effective participation of students in various curricular, co curricular and extracurricular activities. The institution adopts the SGPA and CGPA grading system to assess the level of attainment of programme outcome, program specific outcome and course outcome by the students. The seven point grading system is adopted by the institution and the grading range is given in the following table:

Grade

Marks

Grade points

O

80 and above

7

A

70 to 79.99

6

B

60 to 69.99

5

C

55 to 59.99

4

D

50 to 54.99

3

**E**

**45 to 49.99**

**2**

**F**

**Less than 44.99**

**1**

**The assessment of individual courses is done on the basis of marks only, but the marks are converted into Grade points and the final grade is calculated after considering the credit point allotted to the given course. The grade F is considered as failed in the given course.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |

## 2.6.3 - Pass percentage of Students during the year

## 2.6.3.1 - Total number of final year students who passed the university examination during the year

**48**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <u>View File</u> |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://zisaji.co.in/uploads/feeddack%20analysis.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**2.8**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**0**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during**

**the year**

**13**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | View File |

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | View File |

## 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**1. Covid Awareness Campaign by NCC cadets**

**2.  Cleanliness Drive by NSS, 10 February**

**3. Awareness Program on Covid 19 Safety guidelines on 10 April 2021**

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

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | <u>View File</u> |
| e-copy of the award letters | **No File Uploaded** |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**5**

| File Description | Documents |
|---|---|
| Reports of the event organized | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**5**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**0**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **No File Uploaded** |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

**0**

| File Description | Documents |
| --- | --- |
| e-Copies of the MoUs with institution./ industry/corporate houses | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | [View File](#) |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**Response:**



**Zisaji Presidency College is spread over 50 acres of land with abundant greenery and has one Academic cum Administrative building for all academic and administrative purposes. The College has a total of eight spacious and well furnished classrooms. Out of eight classrooms 4 classrooms are smart classrooms and one classroom is equipped with a projector. Two more projectors are available for use as and when necessary. Six classrooms have a sitting capacity of 50 students and two classrooms have sitting capacity of 20 students. All the classrooms have good quality and comfortable furniture, adequate light and well ventilated spacing.**

**The college has one computer lab with 33 laptops and can accommodate 33 students. The college has provided two computers and a printer to the Teachers' Common Room for academic purposes. The college has made available two Xerox machines for photocopy facilities in the library and outside for the students and teachers as well.**

**The college has a well equipped library with more than 5500 books and 30 journals, magazines and newspapers. The library also provides a reading space for the students. The college has also set up one elibrary having 8 computers for the students where they can access more than 1000 e-books. The library functions with library management software which is a part of Educational Institute**

Management Software (EDUXCEL). The college has opened a Career Resource Centre where the students are provided academic counseling as well as study materials to prepare for different Competitive examinations like UPSC, NPSC, SSC and Banking.

The college provides hostel facility for 50 boys inside the campus for outstation students. The college has also set up a Students' Facility Center to provide the stationary items and books to the students at a discount rate. One tribal Museum is also set up to showcase the rich ethnic traditional items of at least 4 tribes.

The college has one 25 KV transformer, one Digi Generator and two smaller generators of 5 Kv and 1.5 KV respectively,  two 5KV UPS to facilitate power supply to classrooms and labs.

The college also has a floriculture farm with an area of 120 sq meter and 3 poly houses to provide hands-on training in gardening to the students. Since 2020-21, in 2 of the polyhouses, King Chilli and broccoli are being cultivated as part of Integrated farming. Poultry and Piggery are two of its other Livestock branches under Integrated Farming.

The college has a play ground of its own for outdoor games and other outdoor activities. Though extension of the playground is under consideration. It has built one Parking shed for the motor vehicles of the teaching faculties. It has two college buses which further the needs of the interested students on payment basis.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://zisaji.co.in/page/infrastructure |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**Response:**

The College stresses on the optimal utilization of its facilities to hold different programs and events. The College has made arrangements to use the front open space of Academic cum Administrative Building to organize bigger events like Freshers'

**Day, Alumni Day, Cultural events etc. The open space has a size of 100 x 80 sq. ft. which can accommodate more than 500 persons. The College is having its own playground constructed in the year 2019 for out-door sports and games measuring around 300 x 150 sq. ft. Apart from that the college has two smaller grounds of size 70 x 40 sq ft to hold events like volleyball, badminton, hand ball etc. The college also provides a room for storage of sports equipment. The college has Games and Sports committee which holds Annual Games and Sports Meet for the students and takes care of different athletic events both inside and outside the campus. The college also provides First-Aid kits for the students in case of injuries. The Cultural committee of the college organizes Cultural Fest and other activities like Freshers' Day, Parting Social. NCC and NSS units of the college observe the Independence Day and Republic Day celebration, International Yoga Day etc. in the college. The college has its own tarpaulin to cover the open space during different programs and its own furniture to accommodate the students and guests. The college is shortly constructing a proscenium arena for different outdoor activities.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://zisaji.co.in/page/gallery |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**5**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

**5**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**10.6**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | **No File Uploaded** |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

**4.2 - Library as a Learning Resource**

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

**Response:**

**The College Library at present is functioning with library management software integrated with EDUXCEL Institute Management Software of version 1.0.0. The software was installed in the academic year 2018-19. Automation of the library system is currently limited to issue and return of books and keeping record of stock-in/purchase. The library is also offering an E-library facility where 8 computers are available for the students to search books in the library and access to more than 1000 e-books already stored.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional Information | **Nil** |

| | |
|---|---|
| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **C. Any 2 of the above** |

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**0.9**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**14**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | **No File Uploaded** |

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**Response:**

**The institution has an effective policy to develop the IT**

**infrastructure and it frequently updates its IT facilities to provide the best services to its students and staff. The college has its website which is updated from time to time. Important information on various events, notices and circulars is updated on the College website. For timely and easier communication important information is also circulated to the stakeholders through Social Media. One more general Classroom is augmented into a smart classroom. It has now reached 4.**

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

## 4.3.2 - Number of Computers

**60**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | **No File Uploaded** |

| ## 4.3.3 - Bandwidth of internet connection in the Institution | **E. < 5MBPS** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | **No File Uploaded** |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**10.6**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | **No File Uploaded** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](View File) |

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

**Response:**

**At the beginning of each academic year the Principal with members of IQAC and conveners of different Committees in a joint meeting make the annual plan for the infrastructural development of the College and carry out the enhancement and maintenance of infrastructural facilities in the College and facilitate an environment for effective teaching and learning. The members of IQAC audit the academic and physical facilities of the college in each semester. Even the committees which take care of different facilities inform about any requirements to IQAC or the Principal for immediate modifications. Maintenance of the Computer Lab at present is done by the District Computer Center of Kiphire. Procurement of ICTs equipment, furniture and other facilities is planned by IQAC. The college has full time sweepers who take care of the cleanliness of the academic and administrative building. The volunteers of Eco and Sanitation Club and NSS ensure the hygiene of the common toilets and cleanliness of the campus. The college has full time gardeners who take care of the beautification of the campus and the floriculture farm. A staff member has been assigned to take care of the UPS and generators of the college. Another staff member has been assigned to take care of the ICT facilities of the college. The college has installed a suggestion box for the students to suggest the development of different facilities which is compiled by IQAC every week. The IQAC also takes annual feedback from the students on the infrastructure of the college. Such procedure helps IQAC in constructing the annual plan as well as fulfilling immediate requirements. The Purchase and Audit committee calls for quotations in case of major purchase, renovations and repairing works and makes final decisions after comparing market prices. For minor purchases and renovations concerned committees put forward a request for the**

**expenses to the Principal who sanctions the fund after due consideration and as per norms. The college has a Library committee which makes annual plans for the upgradation and maintenance of the library. The committee allocates the fund for each department and annual subscriptions after keeping aside the fund for maintenance of the library. The Head of the departments convene departmental meetings to make plans for development of the department, to prepare the requisition of the books and other teaching aids**

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

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

## 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

## 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**182**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <u>View File</u> |

## 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

## 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

**6**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <u>View File</u> |

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **D. 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | <u>View File</u> |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**Nil**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

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

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student** | **A. All of the above** |
|---|---|

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**0**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | [View File]() |
| Upload any additional information | **No File Uploaded** |

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

**17**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | View File |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**0**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**0**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Response:**

The College Student Union was established in 1998. The Student Council Members were being elected through direct election till 2012. However since 2013 the elections are being conducted as per the recommendations of Lyngdoh Committee. The Students' Union at present has six executive posts such as General Secretary, Assistant General Secretary, Games and Sports Secretary, Assistant Games and Sports Secretary, Literary and Cultural Secretary, Assembly, Information and Publicity Secretary. Election to these executive posts is done by the class representatives who are elected through direct election. The Principal is the Ex-officio President of the Union body. The Union body is guided by the Students' Advisory Board which also works to create a harmonious relationship between the administration, teachers and students. A Students' Union Fee of Rs.100.00 is collected in each semester in order to manage the expense of the Student Union's office. Zisaji Presidency College believes in nurturing the leadership qualities and skill of the students and that is why it encourages student participation in different committees of the college and in policy decisions.

Students are represented in the IQAC, Games and Sports Committee, Literary and Magazine Committee, Cultural Committee, Media and Publicity Cell. They also coordinate in the organisation of different activities of the college like Freshers' Day, Parting Social Day, Annual Games and Sports, Literary Week and Cultural Fest and many more. The Students' Union not only voices the students' problems but also works for the development of the institution. The students' union often works towards a harmonious relationship between the college and the community and even brings solutions to many issues of the college in collaboration with the community. The college also has an active NCC male and female battalion, NSS, Red Ribbon Club, Youth Red Cross, Eco and Sanitation Club, Entrepreneurship Skill Development Club to encourage students' engagement in community life and extension activities.

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

## 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

## 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

**2**

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Upload any additional information | [View File](#) |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | [View File](#) |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Response:**


**The alumni of the college are placed in both public and private sector, inside and outside of the state and are actively involved in all walks of life. The alumni association of the college was established in the year 2015. The alumni have contributed a lot for the development of the college. The alumni are represented in the IQAC of the college and contribute significantly towards development of the college and policy decisions. The alumni also work towards a harmonious relationship between the college and community. During periods of crisis the alumni come forward for suitable solutions in the interest of the college. The alumni have contributed many books**

to the library and even a microphone stand for stage programs. The alumni are also invited to all the activities of the college. At times they judge in different competitions. Last year, alumni couldn't contribute significantly because of covid restrictions. Alumni Association elects its office bearers in every three years. During the NAAC Assessment, they contributed immensely by standing firmly with college authority. The alumni are now connected to each other through Whatsapp and Facebook. The association celebrates Alumni Day.

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

| **5.4.2 - Alumni contribution during the year (INR in Lakhs)** | E. <1Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

OUR VISION

We envision a College that will serve as a centre of educational excellence and will uphold holistic development of the students from all corners of the state with a motto of "Dedication for Advancement".

OUR MISSION

The college aims

- To create and disseminate knowledge to all walks of society for its welfare and development.

- To develop the critical thinking of the students to face challenges of the 21st century amidst the needs of the changing time;

- To nurture the leadership qualities among the students to enable them to lead the society towards excellence.

- To encourage the students to develop knowledge not just in their chosen disciplines but also in the cultures, traditions and sentiments of the people living together.

- To enable the students to pursue their chosen careers with distinction.

- To create responsible citizens equipped to assess received opinion, make independent judgments, and value the transforming power of imagination;

NATURE OF GOVERNANCE

Principal, being the Head of the Institution, coordinates and supervises all the activities (administrative, academic and financial) of the college. The Vice Principal is in charge of the academic activities and examination related activities of the college. He also assumes the office of the Principal in the absence of the latter. The governance of the college has a decentralised structure. Various committees and cells are functioning in the college as the vigilant eyes of the administration which make us quite aware of the problems of students and staff and help to solve them at the earliest. Different departments are given the freedom to plan and devise their academic functioning keeping in view the programme and course outcomes. Apart from that, the college has an Advisory Board headed by the Deputy Commissioner of the district which advises the institute for its holistic development. The institute keeps regular interaction with all stakeholders for effective management of all activities.

**PERSPECTIVE PLANS**

**The imminent plan for the college is based on the immediate needs of the college. The college has a plan to open up Sociology departments in the arts stream. The college plans for infrastructural development like a girl's hostel, extension of play ground, auditorium, separate library building, indoor stadium cum yoga centre and staff quarters.**

**PARTICIPATION OF THE TEACHERS IN DECISION MAKING BODIES**

**Internal decision-making regarding academic and administrative functioning is participatory. The prospective plan for academic and infrastructural development of the college is prepared by IQAC annually in the month of April after taking feedback from different stakeholders. The plans to implement are made in the staff council meeting and responsibilities are divided accordingly to stakeholders for implementation. Active participation of all sections of employees and regular interaction and consultation between departments and Committees make the decision making process smooth and participatory.**

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

**Response:**

**The college is committed to the culture of participative management and has fully decentralised governance. Whereas the Principal takes care of administrative activities and the Vice Principal takes care of the academic and examination related activities, the HODs take care of the departmental activities.**

The responsibilities of the institution have been decentralised by formulation of different committees like IQAC, Parents Teachers Association Committee, Alumni Committee, Research Committee, Admission Committee, Examination Committee, Anti-ragging Cell, Anti Sexual Harassment Cell, Games and Sports Committee, Literary and Magazine Committee, Cultural Committee , Guidance and Counselling Cell , Purchase and Audit Committee, Canteen Committee, Eco and Sanitation Club, Students' Advisory Board, Library Committee, Discipline Committee, Review Board for Disciplinary Action, Students' Grievances Redressal Committee, Transport Committee, Entrepreneurship Skill Development Club, Media and Publicity Cell, Students' Welfare Committee, Red Ribbon Club, Youth Red Cross, NCC and NSS are formed to take care of all the activities of the college. These committees and units are constituted with teachers, non-teaching staff, parents, alumni as well as student representatives. The different committees carry out their respective duties with autonomy under the policy of the college. The Principal rather than functioning arbitrarily acts through different committees of the college and discusses, reviews and gives suggestions for better outcome. The committees are formed with a mixture of senior and young faculty members to enable the young faculty members to learn. A case study showing the decentralisation and participative management in the institution may be noticed in the Admission Committee of the college. The committee consists of one senior faculty member as the convener, two faculty members and a support staff and works following the stated policy of the college. Before the beginning of each academic year in the month of April the committee makes the action plan for that year. Every year the committee makes necessary changes in the Prospectus and prepares it for distribution. The committee after a meeting with the Principal serves notice for the admission process in the college in each semester. Admission to Odd Semester starts from the last week of April and to EvenSemester from the last week of October. During Odd Semester admission the committee takes help of the Media and Publicity Cell for wider information and even plans for measures to improve enrolment of the college. The admission to different programs is done as per the merit. So after receiving the applications the list of selected students to different programs is notified to the applicants. Faculty members are selected and assigned the work of verifying the documents of the students. The committee even convenes meetings with the stakeholder if necessity arises and redresses all grievances regarding admission procedure. Transparency is maintained in admission. After the admission process is over the committee creates the database of the students, distributes the uniform and Identity cards to them. At the end of each academic year the committee submits a report of its activities

**to the IQAC and the Principal.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Response:**

**The prospective plan of the college is made by IQAC annually in the month of April after taking feedback from different stakeholders and after reviewing the progress of the implementation of the plan of the previous year. The prospective plan is discussed in the Staff Council meeting and the action plan is made. The various committees are assigned to carry out the action plan. The committees hold periodic meetings with the Principal for smooth functioning of the plan. During the Covid period, the economic backbone of the parents was completely dwindled. In that gloomy time, the college has come up with a scheme to help the parents who could not afford to let their students be enrolled in any institution. As per the suggestion of the IQAC, the college admission committee has come up with a proposal which was adopted that the poorest of the poor students will be allowed to take admission only by the govt remittance. Six students were identified and were given admission on this scheme. One student who was identified as the bottom of the pyramid even among the poorest ones, given admission free of cost.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Response:**

Being a Government College the institute comes under the Directorate of Higher Education of Nagaland. The college does not have a governing body but an Advisory Board which is chaired by the Deputy Commissioner, Kiphire with members from different walks of society, two representatives from Nagaland University and two representatives from the teaching staff. The Advisory Board assists and advises the college administration on problematic issues and ensures a better relation of the college with the society.

The Principal being the head of the institution is responsible for both the academic and administrative functioning. The Vice Principal looks after the academic and examination related activities of the college and assumes the Principal's office in the absence of the latter. The Principal is assisted by the support staff who work under the Senior Head Assistant. The IQAC plays a key role in planning and implementing quality enhancement measures in the college. The HODs of different departments administer the regular functioning of the department and take care of the academic needs of the students. The College has constituted different Committees and Cells consisting of teachers, support staff and students which carry out the different activities of the college and report to IQAC about their activities. The annual budget allocation, recruitment of teaching and non-teaching staff and promotional policies are managed by the Department of Higher Education, Government of Nagaland. The recruitment, service rules, promotional policies of teaching staff and Librarian of the college come under the Higher Education Service Rules of Nagaland whereas that of the Support Staff come under the Nagaland State Government Service Rules. The grievances of students are put up to the Grievances Redressal Committee of the college. Even a Suggestion Box has been set up in the college campus to address the grievances of the students separately maintaining anonymity. The Grievances are addressed and recommendations are put up to the Principal within fifteen days if possible, but in any case not beyond one month, for further action. Grievances related to academic matters may even be dealt by the HODs at the department level which otherwise can be dealt by the Vice Principal or the Principal. The complaints regarding ragging or sexual harassment are addressed by Anti-ragging cell and Anti-sexual harassment cell of the college. The grievances of the teachers are addressed by the Principal. The Grievances related to supporting staff may be dealt by the Senior Head Assistant which otherwise may be dealt by the

**Principal. If the Grievances can't be resolved at the level of the institution then one can approach the Director of Higher Education with the Grievances.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the Institution webpage | https://zisaji.co.in/uploads/Organigram.pdf |
| Upload any additional information | **No File Uploaded** |

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **No File Uploaded** |
| Screen shots of user interfaces | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Response:**

**The college has different welfare schemes for its teaching and non-teaching staff as follows:**

**GIS: The staffs avail insurance under Group Insurance Scheme for which a monthly premium of rupees 80/- is deducted from their salary every month.**

GPF/CPF: The staff appointed before 2008 enjoy the benefit of the General Provident Fund with partial withdrawal facility and staff appointed after the period enjoy the Contributory Provident Fund.

Pension: Staff also avail after retirement pension benefit. Staff who were appointed after 2012 enjoy the retirement benefit under the New Pension Scheme.

Gratuity: Gratuity benefit is enjoyed by all after retirement.
Allowances: The staff get the benefit of dearness allowance twice a year, monthly house rent allowance and medical allowance.

 Duty leave: Duty Leave is granted to all the staff for career advancement programmes, skill development programmes and official meetings and training.

Earned Leave: Earned Leave of 10 days for teaching staff and 30 days for non-teaching staff is given every year which if not availed gets accumulated.

Study Leave: Study Leave for a period of three years is granted to the teaching staff to pursue research with salary excluding certain allowances.

Maternity Leave: Maternity Leave of twenty six weeks is granted to female staff twice in their service period.

Medical Leave: 20 days half-pay Leave annually is given to staff and can be availed on medical ground and gets accumulated if not availed.

The college being a government college runs under Higher Education Service Rules of Nagaland Government. Annual increments, advance increments and promotions as per Higher Education Rules of the government are granted to faculty.

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

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops**

**and towards membership fee of professional bodies during the year**

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

0

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

1

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Details of teachers attending professional development programmes during the year (Data Template) | [View File](#) |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**Response:**

**Annual Performance Appraisal Report (APAR) is filled by the teaching and non-teaching staff which is reported upon by the Principal of the college under certain criteria and reviewed by the Director afterwards. Apart from that, the Performance based appraisal system as per Higher Education Rules of the state has been adopted in the college. For promotion of teaching staff a Self-performance appraisal report is filled in the prescribed format and is submitted to the HOD by the faculty and after verification is submitted to the IQAC. The outcome of the review of the performance appraisal reports are recorded and compiled by IQAC which is later forwarded to the screening committee constituted by the Department of Higher Education for API score calculation. The students' feedback on the faculty regarding different aspects of his/her teaching and teacher-student relation is also collected. IQAC assesses the feedback and submits a report to the Principal.**

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

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Response:**

**The institution conducts internal and external financial audits regularly. The expenditure of government grants under plan and non-plan is externally audited by the Department of Higher Education through the office of the Accountant General of Government of Nagaland. The expenditure of the internal fund is audited by a private Chartered Accountant every year. The audit of external funds has been done in the college for the period 2006 to 2016 and the audit report was received by the college in the month of October 2016. The objections raised were settled by the Principal and the Accountant. The audit of the internal fund has been done till the financial year 2020-21 by a Chartered Accountant.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

**0**

| File Description | Documents |
|---|---|
| Annual statements of accounts | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | [View File](#) |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Response:**

The institution receives funds from different heads such as 1. Fund received from State government 2. Fund received from Student Fees 4. Fund received from donation

Funds received from the State Government is utilised for the purpose it is received such as Salary of the staff, carrying out institutional activities and maintenance, and infrastructural development. However, the fund generated internally from admission is spent for the purpose as stated in the Fee structure such as university fee, internal examination, library, co-curricular and extra-curricular activities, students' union and so on. The college has various committees to plan effectively and ensure optimal utilisation of the fund. The committees submit the utilisation statement of the fund sanctioned to them after each activity. Fund received from donations is mostly used for the welfare of the students which is supervised by the Student Welfare Committee. The Purchase and Audit Committee monitors the judicious utilisation of the fund and prepares the record for the audit of the fund annually.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File]() |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC has been established in the college and functioning since 2013. The institutional policy with regard to quality assurance is as follows:

- To ensure and enhance the quality of teaching, learning and infrastructure.

- To prepare a prospective plan at the beginning of each academic year and ensure its effective implementation.

- To analyse the feedback reports and plan corrective measures.

- **To facilitate a good working environment for the staff for better performance.**

**During the last years IQAC has suggested many developmental plans and most of them were accepted for implementation. Two examples of such practices may be noted as follows: In the IQAC meeting of 2020-21, members were of the view that due to the prolonged lock down, the institution should financially facilitate the students who are coming from the bottom of the pyramid. The college admission committee subsequently adopted rules and criteria to implement the same and they decided that the fund of the college freeship would be diverted for the same. 6 students benefited from it.  Introduction of Integrated Farming is another such example. During 2019-20, it was decided that the college must introduce Integrated Farming which would be made into a training centre of the district and Krishi Vigyan Kendra (KVK) of Kiphire would be roped to do the technical assistance. For this purpose, Poultry, piggery,broccoli and green chilli cultivation were taken up. It was successful and completed one year. The result is encouraging.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](View File) |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Response:**

**The IQAC of the institution reviews the teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through performance appraisal system, feedback system and annual academic audit. IQAC has suggested many measures to enhance the quality of the teaching learning process and ensure the effective implementation of the same. Out of many two can be**

noted as follows: IQAC while reviewing the teaching-learning process found it necessary to bring a few reforms in the examination system of the college. Consequently, it introduced transparency in the internal assessment system. It proposed that the teachers should provide the answer books to the students and should discuss the questions with the students after the completion of each assessment. On the other hand, it introduced a coding system in the evaluation of Term-End examination so that confidentiality and judicious evaluation may be maintained. The IQAC while reviewing the teaching learning process found it necessary to bring innovation in the teaching. So it suggested setting up smart classrooms for the students. The college presently has 4 smart classrooms. It has not only increased the student participation in the classroom but also has improved their result.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Measures taken for Gender Promotion during 2020-21

1. Safety and security: The College is taking all sorts of precautions to ensure safety and security in the campus especially with regard to its girl students. Anti-sexual harassment cell has been constituted to redress the harassment complaints of girls. Anti-ragging cell ensures to keep the campus ragging free. Discipline committee ensures that discipline is maintained on the campus. CCTV Cameras are installed in different points of the college to record both the movements and activities of the people in the campus and take necessary actions if required.

2. Counseling:-The Guidance & Counseling cell is making efforts to counsel the students on academic and career issues. Each year teacher mentors are selected to properly guide the students and help them in their academic and stress related issues.

3. Reservation: Reservation to girl students is given as per the national reservation policy.

4. Sensitization Program and Competition

The college conducts special programs and competition to promote gender equity. In the year 2020-21, the college conducted one essay competition in collaboration with Krishi Vigyan Kendra on the topic "Women Leadership in Agriculture: Entrepreneurship, Equity and Empowerment'', one poster making competition on "The Girl Child Matters" by the Anti-Harassment Cell.  One seminar on Uniform Civil Code was also conducted this year in collaboration with DLSA, Kiphire.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | 1. To bring gender equity in the college 2. Zero tolerance to sexual harassment 3.Counselling for girls students 4. To organise one seminar on Gender eqality and a slogan/ essay competition on this issue. |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | 1. Counselling for Girl students 2. Common room 3. NCC Girls Wing |

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

**Response:**

**Solid waste management:**

**The college has constructed a refuse for everyone which is divided into separate compartments for bio-degradable and non-biodegradable waste. The College adopts the method of incineration to dispose of the solid waste. The incineration is done away from the main campus and care is taken to avoid extreme amounts of heat. The solid wastes which are biodegradable are used for composting and the compost is used in the floriculture farm of the college. The college has made the campus a Plastic Free zone. The Eco and Sanitation Club of**

**college takes care of the solid waste management.**

**Liquid waste management: The institute has no Liquid waste treatment plant as little amount of liquid waste is generated in the campus.**

**E-Waste Management: Zisaji does not have much e-waste. But whenever some e-waste comes up, they are stored in a secured place with a view to reusing some of its working parts. The equipment which cannot be reused is sold. Some old electronic gadgets are auctioned among the staff.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | **Nil** |
| Any other relevant information | View File |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | **A. Any 4 or all of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

| | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of Bicycles/ Battery powered vehicles**<br>3. **Pedestrian Friendly pathways**<br>4. **Ban on use of Plastic**<br>5. **landscaping with trees and plants** | **C. Any 2 of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File](#) |
| Any other relevant documents | **No File Uploaded** |

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

| | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | **E. None of the above** |

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

| | |
|---|---|
| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment     5. Provision for enquiry and  information : Human assistance, reader, scribe, soft copies of reading material, screen              reading** | **E. None of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Response:**

**The college takes utmost priority to create an inclusive environment for all its stakeholders. The college is situated in a multilingual and multi-ethnic community where 4 major tribes coexist from time immemorial. Apart from this, there is a non naga business community residing here. So the students are basically from these four groups. The teachers of the institute are also multilingual and multi ethnic. They comprise many tribes of Nagaland and also from other states like Odisha and Kerala. So in true sense it is a pluralistic institution. In order to maintain its pluralistic colour, the institution maintains zero tolerance to all kinds of ism that differentiates man from man. It observes various national and regional festivals like Independence Day, Republic Day, Nagaland Statehood Day, International Women's Day etc that integrate people from diverse backgrounds. It promotes cultural diversities in its Cultural Fest where people from different backgrounds perform their cultural items. It grants three days of restricted leave to observe their own festivals. Different Seminars and talk shows are organised to deliver any topic that makes our society and college a more inclusive one than before.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**The institution sensitises its students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens. In this regard, observe national festivals like Independence Day, Republic Day, International Women's Day, Gandhi Jayanti, Martyr's Day, Netaji Jayanti, Constitution Day to highlight the importance of freedom and the glory of the Indian freedom struggle. They aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. Moreover, the college organises Blood Donation Camps to ensure that precious lives are saved, celebrates women day to mark the achievements of women throughout history. It also observes World Environment Day to ensure environmental concern, Swachh Bharat Abhiyan to promote the importance of cleanliness in our lives. Nagaland Statehood Day is also celebrated like that of our Independence Day to take pride among our youth with the Naga way of life. Diversity is celebrated in all its beautiful facets. The students' Union Election also plays an important role as it prepares future leaders for this great nation.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

| | |
|---|---|
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,** | **C. Any 2 of the above** |

| teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized | 4. | |
|---|---|---|

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File](#) |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | **No File Uploaded** |
| Any other relevant information | [View File](#) |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Response:**

**The institution celebrates/observes the national and international commemorative days, events and festivals with a fervent zeal. They include Independence day, Republic day, International Yoga Day, World Aids Day, World Environment Day, Gandhi Jayanti, Teachers Day, Children Day etc. This year the college celebrated Independence Day with a flurry of activities in the name of Azadi Ki Amrit Mahotsava(75 years of India's Independence). It started on 14th August with Freedom Run 2.0, Cleanliness drive and ceremonial tree plantation. On Independence Day, tricolour was hoisted in the institution and the NCC cadets also participated in the parade at the public ground. The same was done on Republic Day. Gandhi Jayanti was celebrated by organizing a quiz on the life of Gandhi. The students also participate in the Swachhata Abhiyan for almost two weeks. Students observe Martyr's Day with a silent prayer for the martyrs of the nation. The Unity Run was organised on the birth anniversary of Sardar Vallabhbhai Patel where the NCC cadets, NSS volunteers and others participated in it. The students also celebrate the birth anniversary of Dr Radhakrishnan on 5th September as Teacher's Day and organize a program for the teachers.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | **No File Uploaded** |
| Geo tagged photographs of some of the events | [View File](#) |
| Any other relevant information | **No File Uploaded** |

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Response: Best Practices 1**

**EARN WHILE YOU LEARN**

**The objectives of the practice are to encourage the poor students to overcome the financial constraints in achieving the goal of higher education and to recognize and facilitate the individual talent for the use of the development of the institution.**

**Looking at the financial constraints of some of the multi talented students, this new innovative practice had been started in the college since 2017 by looking at some of the gifted students who had contributed immensely in the technical work like poster writing, electrification, handicrafts, banner writing and the like. Thus, the institution is saving much of the college resources and at the same assisting the students financially to fulfill their higher education dreams. The idea was to give monetary assistance while taking their service as a kind of both recognition and encouragement to the needy students. Till date many students have earned by their contribution to the college and successfully completed their graduation.**

**Best Practice 2:**

**ZISAJI CAREER RESOURCE CENTER**

**The objectives of the practice are to provide a platform to the students to face different competitive examinations at different levels and to help the economically weak students to prepare for competitive examinations at no cost.**

**Zisaji Presidency College is the only center of higher education in the entire district. The students do not get much avenue to prepare themselves for the competitive examinations. Many students are financially weak to go to cities and prepare for different examinations or by study materials required for the said examination. Keeping this in view, the college provides a platform by providing study materials for various competitive examinations such as the NPSC, UPSC, SSC, PO, other Banking and Railways and SSB examinations.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Response:**

**The college has seen progress in all parameters in its 24 years of existence. But one thing it earns its distinctiveness is its ever rising graph with regard to the result of the undergraduate program. If the example is cited, in 2017-18, the percentage of the end semester examination of the undergraduate program was 60, in 2018-19, it reached 79.48 and in the last two years, it reached 100 percent. This comes with so many structural reforms undertaken by**

the college authority like strict monitoring of class attendance percentage, continuous internal evolution, Remedial classes, providing study materials etc. The percentage of results commensurate well with the progression of the students to higher education. This year the highest number of students got enrolled in different Higher Educational Institutes in Nagaland.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

ACTION PLAN FOR THE PERIOD 2021-2022

- To conduct one workshop on CBCS.
- To procure books for the college library as per the CBCS.
- Policy Documents for newly created committee.
- Implementation of Online Feedback
- Pursue for the permanent affiliation of the college
- Construction of staff quarters.
- Construction of Girls' Hostel.
- Installation of solar panel to minimize the dependence on electricity and for sustainable use of energy.
- Recruitment of one bus driver and conductor for the second college bus.
- Extension of college playground.
- Black topping of the college road.
- Introduction of Sociology Department.
- Upgrading one more classroom into smart classroom.
- Introducing clubs in each department
- Publication of an annual interdisciplinary journal.
- Publication of half yearly college bulletin.
- Construction of second academic building & auditorium.
- Construction of Open Stage.