YEARLY STATUS REPORT - 2021-2022

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-in-Charge

- Does the institution function from its own   Yes
  campus?

- 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. GAGAN CHANDRA MISHRA**

- Phone No. **8974993819**

- Alternate phone No.

- Mobile **7008649205**

- IQAC e-mail address **iqac.zpc@gmail.com**

- Alternate e-mail address **gaganzpgc@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://zisaji.co.in/uploads/AQAR%202020-21.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

https://zisaji.co.in/uploads/Academic%20Calender%202021-22.pdf

5.Accreditation Details

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

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 [View File](#)

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. Conducted one workshop on CBCS course and its implementation in the coming session

2. Aquired permanent Land Patta of the College

3. Aquired permanent Affiliation of the college

4.Construction of Waiting shed by the PTA in consultation with IQAC

5.Construction of New Open Stage

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
Construction of Waiting shed	Done
Construction of Staff Quarter	On Progress
Costruction of Girls Hostel	site leveling done
Installation Of Solar Pannel	Project Approved
Recruitment of Second Bus Driver	Appointed on Contract basis
Extension of College Playground	not done due to financial constraints in Aspirational Funds
Blacktopping of College Road	Fund not Approved
Introduction of The Department of Sociology	Proposal pending from Higher Education Department
Upgradation of one more Smart Classroom	Done
Formation of Clubs in each Department	Done
Publication of Annual Inter-disciplinary Journal	Couldn't materialised
Construction of Second Academic Building and Auditorium	Proposal to be approved from Higher Education Department

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

- Name of the statutory body

Name	Date of meeting(s)
College Advisory Board	28/10/2022

14.Whether institutional data submitted to AISHE

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
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4.Whether Academic Calendar prepared during the year?	**Yes**
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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- Name of the statutory body

Name	Date of meeting(s)
College Advisory Board	28/10/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	17/02/2022

15.Multidisciplinary / interdisciplinary

The Institution is at present offering only Arts Stream oriented subjects viz English, Economics, Education, History, Political Science and Environmental Studies. The vision of the College is to introduce other disciplines in the near future such as subjects like Philosophy, Psychology, Geography, Sociology, Public Administration, International Politics, Anthropology and Statistics. Furthermore, the College is envisioning a future where the students can have interdisciplinary choices of Streams apart from Arts like Science and Commerce Streams.

The College is at present offers only Arts Stream Inter-disciplinary Courses therefore integration with STEM is a future plan when the College introduces Science and Commerce Streams.

The College has recently introduced Choice-Based Credit System in all the existing subjects as per mandate of the Nagaland University. The new system provides a flexible and innovative structure to the syllabus and the curricula as a whole. The College offers courses in English, Economics, Education, History, Political Science and Environmental Studies. The students can also undertake projects under Environmental Studies.

The College offers a flexible curriculum whereby the 1st Year students entering the College have the opportunity to opt their Core paper and General Elective from five different disciplinary subjects based on their 10+2 academic marks. For example, a student can choose his/her Core Paper from among the five disciplines provided by the College i.e. English, Economics, Education, History and Political Science; and the student can then opt his/her General Elective paper from the remaining four disciplines. However, the students should have secured 45% in the subject opted for Core Paper in his/her 10+2 standard.

Since the College have already introduced the Choice-Based Credit System, the 3rd year students after graduation have the advantage to take their Masters either in their respective Core subject Or in the General Elective paper on the condition that they must have taken the General Elective Paper continuously for 4 (four) semesters.

The students also have the option to change their General Elective Paper in their 2nd Semester. However, they cannot take Masters in that General Elective Paper which they opted to change. For example, a student has opt Economics as his/her

General Elective but decided to change it to Political Science in 2nd Semester since he/she found it hard to pursue further. Under such circumstances, the student is allowed to change his/her General Elective but this action will ultimately cancel out his/her chance to take Masters in that new General Elective Paper.

The Institution encourages its teaching faculty to undertake research, present research papers and publish research papers based on their respective disciplines as well as in other multi-disciplinary areas with the aim to find solutions to society's most pressing issues and challenges.

16.Academic bank of credits (ABC):

NIL

17.Skill development:

The College facilitates vocational education and soft skill development to the students through its Entrepreneurship and Skill Development Cell. Furthermore, the College in collaboration with DCC offers Certificate Course in Computer Applications. The Classes are conducted in the Computer Lab of the College inside the College Campus.

The College promotes value-based education to inculcate positivity among the learners that include the development of humanistic, ethical, constitutional, and universal human values of truth, righteous conduct, peace, love, non-violence, scientific temper, citizenship values and also life skills, etc through diverse channels such as NCC, NSS, RRC, ECO Club, observing important days of National and International significance, Evangelical Union, Morning Assemblies, Sanitation and Cleanliness drives, and awareness programs, sensitization programs and seminars.

The College also offers Creative Writing in English Course through distance learning mode of the IGNOU center attached to the College.

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

NIL

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

The College focuses on outcome-based education through career

counseling, mentoring, model tests, unit tests, supply of study materials in soft and hard copies, occasional faculty meetings to discuss student academic performance issues, and ensuring the coverage of syllabus on time.

Among others, the College facilitates smart classrooms equipped with LED projectors, training the teaching faculties in the use of ICTs, E-library for easy access to books and teaching-learning materials, procuring and updating books occasionally for the library.

20.Distance education/online education:

The institution has an extension of IGNOU study center in the campus, which is functioning successfully in the College since 2008 and has been facilitating Eight (8) different Certificate, Under Graduate and Post-Graduate courses through distance learning mode. It is the only center in the entire district providing such facility through online mode to fulfill the higher study goals of the student.

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	View File

2.Student

2.1 Number of students during the year	187

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	156/250

File Description	Documents
Data Template	No File Uploaded

2.3	**81**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**18**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**17**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**10**
Total number of Classrooms and Seminar halls	
4.2	**3.2**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**58**
Total number of computers on campus for academic purposes	

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 & Syllabus prescribed by the university. 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 beginning of the semester session. The Academic Calendar of the college is prepared after thorough deliberations on the Academic Calendar of Nagaland University, Calendar of State Government and action Plan submitted by the different committees. The Academic Calendar for the session is uploaded in the College website, notified in the Notice Board and Uploaded in the College Media Cell WhatsApp Group for wider dissemination. All the department conducts department meeting before the commencement of the session for course distribution, preparation of Lesson Plan and action plan of the Department activities. The time table for class is prepared and disseminated in different platforms for wide publicity. The teachers follow blended learning method to make the teaching learning process more participative, interesting and learner-centric classroom environment. The classroom attendance of the students are recorded for every month and reported to the students to crosscheck the regularity and punctuality. The college facilitates library & E-library to both teachers and students for updating the latest developments on the courses and an effective teaching learning. The students are assessed continuously and comprehensively on their academic skills through home assignments, class tests, debate, quiz, group discussions, project works & seminars in conformity with the prescribed syllabus.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://zisaji.co.in/uploads/Academic%20Calender%202021-22.pdf

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

Zisaji Presidency College follows the guidelines prescribed by the Nagaland University without compromising its unique work culture for the progress of the students. As per the University guidelines the End Term Examination are conducted two times for odd and even semesters. A total of !00 Marks in each Course divided on 70:30 marks ratio in each End Term Examination. A total of 70 Marks is

followed in End Term Examination and 30 marks followed as 10:10:10 marks ratio for Internal assessment in different areas like 10 Marks for Home Assignment, 10 Marks for Class Test and 10 Marks for Quiz/Debate for General Students and Seminar for Honours Student. The Colleges are given flexibility to follow different areas for internal assessment keeping in mind the academic goals of students. A well planned Schedule for Internal assessment is prepared in the General faculty meeting and included in the Academic Calendar to facilitate the students for their Academic involvement. The teachers of each department of the college also undertake Unit test in every 1st and 3rd Saturday of the month and give necessary feedback thereon. All the teachers submit the Internal assessment marks to the Examination Branch and suitable measures are taken for the poor and needy students after a parents call of the concern student. The teachers take remedial classes and clear the doubts of the student and prepare them for their progress. Any other activities not find in the Academic Calendar are undertaken after official notification or circular published in Notice Board and Media Cell WhatsApp Group.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://zisaji.co.in/uploads/Academic%20Calender%202021-22.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)	No File Uploaded

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	**No File Uploaded**

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 offeref under elective courses in the institution which integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values & Professional ethics into the curriculum. some are Elective and some others are core courses.

Gender: The Department of Political Science offers POL-505 (Women & Politics in India) which enable students to understand the value, position and empowerment of women in the politics and development. The Department of English offers ELENG-604 (Indian Women Writing in English) which enable the students to understand the gender issues of India in a cultural and Historical Perspectives.

Environment & Sustainability: There are two papers EVS-I, EVS-II which deals with environment and sustainability and help the students to know their environment . The Department of Economics has ECO-602 (Economics and Environment) which enable the students to understand and make a linkEconomy with the ecology and Environment.

Human Values & Professional Ethics: The Department of Education offers EDN-504 (Peace & Human Rights) , EDN-602(Guidance & Counselling in Education)and The Department of Political Science offers POL- 502 (Issues in World Politics) , POL-504 (Human Rights), POL-604(Peace & Conflict Studies)which enable the students to understand and aquire the knowledge on Human Rights, Ethics, Human Value,Human Integrity and Profeessional ethics. this also helps the students to understand conflict issues and tecniques of conflict resolution atthe International level.

File Description	Documents
Any additional information	**No File Uploaded**
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)	**No File Uploaded**

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

81

File Description	Documents
Any additional information	*View File*
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

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)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

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

183

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

The Institution assesses the learning levels of the students prior to the commencement of the course for which their previous qualifying examination and grading in other skills becomes an indicator. The institute organizes an Orientation Program before the commencement of each semester to familiarize the students with the courses and assessment procedure. The assessment after admission is done through Continuous and Comprehensive Evaluation like Assignments, Unit tests, Class Tests, Group Discussion, Seminars, Quiz, Debates and Classroom Interaction. Model tests are conducted specially for the new entrants to let them know the university examination pattern.

Special attention is also given to the slow learners through tutorial and remedial classes. Advanced learners are encouraged to make best use of the library, present papers in seminars, participate in literary competitions, and prepare for competitive examinations in Zisaji Career Resource Centre. The institute also runs a mentoring program to take care of students' academic issues. Apart from these, the College facilitates athletic, literary and cultural programs, computer lab and floriculture to enhance the skills of students in computer and gardening, Skill Development programs, and Wall Magazine and College Magazine for enriching and developing creativity and critical thinking of the students.

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	**16**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The 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 to make the teaching-learning process interesting and interactive, and encourage classroom discussions and questioning for the development of critical thinking of the students. The students are encouraged to undertake individual projects and submit reports which enable them to have a firsthand knowledge beyond textbooks. Besides, the College has provisions for tutorial and remedial class, peer learning, assignments, quiz and debates, seminars and group discussions, workshops, cultural activities and educational trips for the students. The institute also encourages the students to participate in conferences and be a member of NSS, RRC (Red Ribbon Club), YRC and NCC as a part of experiential learning. The Institution has various co-curricular and extra-curricular activities related committees and clubs for facilitating experiential learning. The spirit of teamwork is strengthened by encouraging the students to participate in different extension activities.

The Institution also invites experts from outside the institution 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 College has prioritized the use of ICT in teaching -learning transaction. The teaching faculty uses power point presentations through the use of LED projectors in the smart classrooms, prepares and disseminates digital notes or soft copies through social mediums, and submits digital materials in the College E-Library for easy access by the students. 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. 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 MENTOR/MENTEE RATIO 1:12

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

18

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	View File
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

220

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

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 pre-requisite criteria for their successful completion of End Term Examination as per the Nagaland University and as the conviction of the institution to bring out the best from the students. Internal Assessments are incorporated in the Academic calendar. Apart from this, unit end assessments are also conducted to make the performance of the students better. During the period the internal assessments and correction of answer scripts were done offline. The students were given detailed guidelines regarding the process and were guided by the teachers in case of any difficulty. The students were intimated about the assessment schedule through the social medium and pasting it in the College Notice Board. Class attendance of the students is checked before the exams as per mandate of the Nagaland University. Attendance for each course is maintained by the college. Continuous Internal Evaluation is done by the departments throughout the semester; these include internal assessment exam, assignments, quiz, debates and seminar/paper presentations. These formative evaluations help the students prepare better for their final examinations. Students are always encouraged to approach the teachers for any clarification.

File Description	Documents
Any additional information	**No File Uploaded**
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 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. The question papers are prepared with full confidentiality by the examination branch. 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. Besides, the teachers conduct Unit tests and surprise

tests to assess the conceptual understanding of the students. The college also conducts Model Test for First semester students to familiarize them with the Term End examination. The Answer Scripts of class test, assignments and seminar papers are given to the students with necessary feedback to maintain transparency. Students who were unable to appear the internal assessment due to unavoidable circumstances on the assigned date were given a chance through strict consideration of their cases by the College administration.

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.

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. Furthermore, 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 program held at the beginning of each semester. The College not being autonomous has to adhere to the course curricula of Nagaland University. The POs and COs of different subjects are put up on the website of the College. The detailed syllabus of the different programs is available in the website of College. The students are informed of the desired outcomes in the Orientation Program organized by the college and the individual departments respectively. The Program Specific outcomes and the Course Outcomes are explained by the respective subject teachers in the class.

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.

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. The teachers identify slow learners and remedial classes are conducted. The institution also follows university level End-Term examination at the end of each semester. 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 other activities. The College ensures efficient and effective participation of students in various curricular, co-curricular and extra-curricular activities. The institution adopts the SGPA and CGPA grading system to assess the level of attainment of program outcome, program specific outcome and course outcome.

The seven point grading system is adopted by the institution as indicated below:

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

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

81

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	View File
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/page/students-satisfaction-survey

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)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
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

NIL

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	[View File](#)
Any additional information	[View File](#)
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. NSS Cell Organised Debate Competition on the topic "India's Independence and the Role of Youth in National Integration" on 11 August 2021
2. NSS Volunteers organised Freedom Run on 14th August 2021
3. NSS cell organised NSS Day Cum- Induction Program on the theme "The Youth and Community Service" on 24th September, 2021.
4. NSS volunteers participated with NYKS, Kiphire in Plogging Run & Cleanliness Drive on 2nd October, 2021
5. NCC cadets observed International Yoga Day on 21st June 2021;
6. NCC cadets organised Covid Vaccination Drive on 28th June 2021;

7. NCC cadets organised organised Covid 19 Vaccination awareness on 29th June 2021;
8. NCC cadets organised Freedom Run on 14th August 2021;
9. NCC Cadets organised Cleanliness Drive on 2nd October 2021;
10. NCC Cadets OrganisedMarathon Rally with Department of Police under the Superintendent of Police on 29th October 2021;
11. NCC Cadets organisedPunnet Sagar Abhiyan on 3rd April 2022.

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

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

02

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	[View File](#)

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

13

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

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

301

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

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)	<u>View File</u>
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.

The College has enough land area with one Academic cum Administrative building and has a total of ten classrooms (Six smart classrooms) with quality furniture, adequate light and ventilation. The College has one computer lab with 33 laptops and two computers and a printer in the Faculty Room. The College has two Photostat machines for photocopying. The College library has more than 6700 books, 50 journals, magazines and newspapers and a reading space. The College has an E-library with 8 computers and more than 1000 e-books. The College has a boys' hostel with 50 inmates' capacity. The College has a Students' Facility Center that provides stationary items and notebooks at a nominal rate which is run by the Alumni. The College has opened a Career Resource Centre which provides academic counseling and study materials for Competitive examinations. The College has a 25 KV transformer, Digi- Generator and two generators of 5 KV and 1.5 KV respectively, and two 5KV UPS to facilitate power supply. The College 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. The College has a play ground for outdoor activities.

File Description	Documents
Upload any additional information	[View File](#)
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.

The College has various Committees to take care of different events. The Games and Sports committee is given the charge of Annual Games and Sports Meet and different athletic events. The College has a playground (300 x 150 sq. ft) for out-door sports and games. The college has a store-room for sports equipment. The College has an open stage (100 x 80 sq. ft. with approx. 500 sitting capacity) for various events like Freshers' Day, Alumni Day, Cultural day and literary day. The College also provides First-Aid kits. The Cultural committee of the college organizes Cultural Fest with an aim to promote cultural values and preserve cultural heritage and other activities like Freshers' Day and Parting Social. The College has an Ethnic Corner to showcase the rich ethnic traditional attires and items of Naga tribes to signify unity and identity. NCC unit of the College observed International Yoga Day to make the students understand the importance of physical and mental health in life.

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)

3.2

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

4.2 - Library as a Learning Resource

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

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 stockin/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	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the **D. Any 1 of the above**
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

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)

1,52,981/-

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

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

23

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

4.3 - IT Infrastructure

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

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 updates its website 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. Atotal of 5 class rooms are developed as smart class room to facilitate the teaching learning process more effectively and successfully.

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

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

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)

3.2

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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.

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 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	<u>View File</u>
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

146 -PMS, 5-ZISAJI FREESHIP, 1-YOUTH NET

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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)	View File

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   **A. All 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)	[View File](#)

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

48

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

48

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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

B. Any 3 of the above

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	*View File*
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

23

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

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)

The College Students' Union Body was established in 1998. 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. The Principal is the Ex-officio President of the Union body. The Union body is guided by the Students' Advisory Board. The College believes in nurturing the leadership qualities and skill of the students and 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 organization of different activities of the college. The Students' Union not only voices the students' problems but also works for the development of the institution. The college also has an active NCC male and female battalion, NSS, RRC, YRC, Eco and Sanitation Club, Entrepreneurship Skill Development Board to encourage students' engagement in community life and extension activities.

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

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

25

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

The Alumni Association of the College was established in the year 2015. The alumni have contributed a lot for the development of the

college like books for the library, chairs and microphone stand. The alumni are represented in the IQAC of the college. The alumni participate in all the activities of the college. Alumni Association elects its office bearers every three years. The alumni are now connected to each other through Whatsapp and Facebook. The association celebrates Alumni Day yearly. An Alumni registration drive was conducted during the period and series of meetings were held for the upcoming Celebration of College silver Jubilee. The college highlights its basic needs to the Alumni Association so as to enable it to discuss the agenda in its meeting and contribute accordingly.

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

The College envisions itself as a centre of educational excellence which upholds holistic development of the students. The College plans to introduce new departments and infrastructural development. The College aims to create and disseminate knowledge, develop critical thinking in the students, nurture leadership qualities, encourage the students to develop knowledge in the cultures, traditions and sentiments of the people, enable the students to pursue their chosen careers with distinction, and create responsible citizens. The governance of the college has a decentralized structure. The Principal coordinates and supervises all the activities of the college. The Vice Principal is in charge of the academic activities and examination related activities. Various committees and cells serve as vigilant eyes of the administration. Different departments are given the freedom to

plan and devise their academic functioning. The college has PTA, Alumni Association, Student Union Bodyand an Advisory Board . The prospective plans of the college are prepared by IQAC. The plans to implement are prepared in the staff council meeting and responsibilities are divided accordingly. Active participation of all 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	View File

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

The College is committed to the culture of participative management and has fully decentralized governance. The Principal is in charge of administrative works and the Vice Principal is in charge of the academic and examination related works, the HODs are in charge of departmental activities. The responsibilities of the institution have been decentralized by formulation of different committees, cells, associations and clubs; which covers all branches of the College activities like IQAC, PTA 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 Counseling 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 Board, Media and Publicity Cell, Students' Welfare Committee, RRC, NCC and NSS. These different bodies carry out their respective duties with autonomy under the policy of the College.

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

Examination and Evaluation

Internal assessments, unit tests and surprise tests are held before the final examination. The Examination Committee oversees the overall examination related works of the college efficiently while ensuring confidentiality in the process. For the evaluation of the papers, the College administration assigns the examiner, scrutinizer and chief-examiner confidentially.

Teaching and Learning

Each department distributes the syllabus and divides papers among the faculty at the beginning of the session and reported to the principal. The Principal, HODs and concerned faculties holds a joint meeting to review the progress of the syllabus. All the faculties are encouraged to incorporate ICTs in the teaching-learning process.

Library, ICT and Physical Infrastructure / Instrumentation

The College library functions with EDUEXCEL software. The College has an E-Library equipped with eight computers that facilitates E-books and learning materials. There is one computer Lab with 33 computers and six smart classrooms. The college has a canteen and drinking water facilities for the students.

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.

The Institution comes under the Directorate of Higher Education. It has an Advisory Board chaired by the Deputy Commissioner with two representatives each from Nagaland University and teaching staff. The Principal is in charge of the academic and

administrative functioning. The support staffs works under the Senior Head Assistant. The IQAC plans and implement quality enhancement measures of the college. The HODs administer the regular functioning of respective department. The College constitutes various Committees and Cells to carry out different activities of the college and the reports are submitted to the IQAC. The annual budget allocation, recruitment of employees and promotional policies are managed by the Department of Higher Education. 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. Grievances Redressal Committee has been set up to address the grievances of the students. A Suggestion Box has also been put up and necessary actions are taken accordingly. The grievances of the teachers and support staff are addressed by the Principal and serious issues are forwarded to the Director of Higher Education.

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

GIS: under this scheme the staffs are deducted Rs. 80/- per month from their salary to avail group insurance scheme.

CMHIS (Chief Minister Health Insurance Scheme): This scheme was launched by Government of Nagaland in the year 2022 for Teaching and non-teaching Regular employees.

GPF/CPF: The staff appointed before 2008 benefits from the General Provident Fund and appointees after 2008 enjoy Contributory Provident Fund.

Pension: Staff also avails after retirement pension benefit. Staffs appointed after 2012 enjoy the retirement benefit under the New Pension Scheme.

Gratuity: Gratuity benefit is enjoyed by all after retirement.

Allowances: The staffs get of dearness allowance twice a year, HRA 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.

Study Leave: Study Leave for three years is granted to the teaching staff to pursue research.

Maternity Leave: Maternity Leave of twenty six weeks is granted to female staff.

Medical Leave: 20 days half-pay Leave annually is given to staff and can be availed on medical ground also.

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)	<u>View File</u>

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)	<u>View File</u>

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

6

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
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

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 of Higher Education 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 there 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	[View File](#)

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

The institution conducts internal and external financial audits regularly. The expenditure of government grants under plan and nonplan 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 2021-22 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

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

IQAC has been established in the college and functioning since 2013. The institutional policies with regard to quality assurance are 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 analyze 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

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

The IQAC of the institution reviews the structures and methodologies of operations, theteaching learning process, 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 benoted 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	View File
Upload any additional information	View File
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

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	**Nil**
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	**Nil**

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

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

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

Biomedical waste management: The College has a separate waste pin for managing biomedical wastes. The waste collected in the waste pin is again disposed off either through incineration or land disposal.

E-waste management: E-wastes are stored in a secured place with a view to reusing some of its parts. The equipments or old electronic gadgets which cannot be reused are auctioned among the staff. The remaining E-wastes are either disposed through incineration or land filling.

Waste recycling system: The Kiphire Municipal Council takes care of recycling the waste products of the College.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

B. Any 3 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: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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   **C. Any 2 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	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly,   **E. None of the above**

**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**

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).

**The College takes utmost priority to create an inclusive
environment for all its stakeholders. In true sense it is a
pluralistic institution. In order to maintain its pluralistic
colour, the institution maintains zero tolerance to all kinds of
'isms' that differentiates man from man. The College is situated
in a multilingual and multi-ethnic community where 4 major tribes
along with other Naga tribes and non-Nagas from other States
coexist in harmony. The teachers of the institute are also
multilingual and multi ethnic which comprises of many tribes of
Nagaland and also from other States like Odisha and Kerala. It
observes various national and regional festivals so as to
integrate the people from diverse backgrounds. It promotes
cultural diversities in its Cultural Fest where people from
different backgrounds showcase their cultural heritage. It grants
three days of restricted leave to observe their indigenous
festivals. Different Seminars and talk shows are organised to
deliver various topics aimed to make our society and college a
more inclusive and integrated one.**

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 sensitizes its students and employees on 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 RRC and NCC members of the College donates blood from time to time to ensure that precious lives are saved, celebrates Womens' day to mark the achievements of women throughout history. It also observes World Environment Day to ensure environmental concerns, Swachh Bharat Abhiyan through NSS 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 to train the students in leadership.

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   **B. Any 3 of the above**

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

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

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	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

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. 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. 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. . 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	**No File Uploaded**
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

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 bythe 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.

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 & Syllabus prescribed by the university. 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 beginning of the semester session. The Academic Calendar of the college is prepared after thorough deliberations on the Academic Calendar of Nagaland University, Calendar of State Government and action Plan submitted by the different committees. The Academic Calendar for the session is uploaded in the College website, notified in the Notice Board and Uploaded in the College Media Cell WhatsApp Group for wider dissemination. All the department conducts department meeting before the commencement of the session for course distribution, preparation of Lesson Plan and action plan of the Department activities. The time table for class is prepared and disseminated in different platforms for wide publicity. The teachers follow blended learning method to make the teaching learning process more participative, interesting and learner-centric classroom environment. The classroom attendance of the students are recorded for every month and reported to the students to crosscheck the regularity and punctuality. The college facilitates library & E-library to both teachers and students for updating the latest developments on the courses and an effective teaching learning. The students are assessed continuously and comprehensively on their academic skills through home assignments, class tests, debate, quiz, group discussions, project works & seminars in conformity with the prescribed syllabus.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://zisaji.co.in/uploads/Academic%20Calender%202021-22.pdf

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

Zisaji Presidency College follows the guidelines prescribed by the Nagaland University without compromising its unique work culture for the progress of the students. As per the University guidelines the End Term Examination are conducted two times for odd and even semesters. A total of !00 Marks in each Course divided on 70:30 marks ratio in each End Term Examination. A total of 70 Marks is followed in End Term Examination and 30 marks followed as 10:10:10 marks ratio for Internal assessment in different areas like 10 Marks for Home Assignment, 10 Marks for Class Test and 10 Marks for Quiz/Debate for General Students and Seminar for Honours Student. The Colleges are given flexibility to follow different areas for internal assessment keeping in mind the academic goals of students. A well planned Schedule for Internal assessment is prepared in the General faculty meeting and included in the Academic Calendar to facilitate the students for their Academic involvement. The teachers of each department of the college also undertake Unit test in every 1st and 3rd Saturday of the month and give necessary feedback thereon. All the teachers submit the Internal assessment marks to the Examination Branch and suitable measures are taken for the poor and needy students after a parents call of the concern student. The teachers take remedial classes and clear the doubts of the student and prepare them for their progress. Any other activities not find in the Academic Calendar are undertaken after official notification or circular published in Notice Board and Media Cell WhatsApp Group.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	https://zisaji.co.in/uploads/Academic%20Calender%202021-22.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

B. Any 3 of the above

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

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)	**No File Uploaded**

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	No File Uploaded

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 offeref under elective courses in the institution which integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values & Professional ethics into the curriculum. some are Elective and some others are core courses.

Gender: The Department of Political Science offers POL-505 (Women & Politics in India) which enable students to understand the value, position and empowerment of women in the politics and development. The Department of English offers ELENG-604 (Indian Women Writing in English) which enable the students to understand the gender issues of India in a cultural and Historical Perspectives.

Environment & Sustainability: There are two papers EVS-I, EVS-II which deals with environment and sustainability and help the students to know their environment . The Department of Economics has ECO-602 (Economics and Environment) which enable the students to understand and make a linkEconomy with the ecology and Environment.

Human Values & Professional Ethics: The Department of Education offers EDN-504 (Peace & Human Rights) , EDN-602(Guidance & Counselling in Education)and The Department of Political Science offers POL- 502 (Issues in World Politics) , POL-504 (Human Rights), POL-604(Peace & Conflict Studies)which enable

the students to understand and aquire the knowledge on Human Rights, Ethics, Human Value,Human Integrity and Profeessional ethics. this also helps the students to understand conflict issues and tecniques of conflict resolution atthe International level.

File Description	Documents
Any additional information	**No File Uploaded**
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)	**No File Uploaded**

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

81

File Description	Documents
Any additional information	[View File]
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

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)	[View File]

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	[View File]
URL for feedback report	**Nil**

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

183

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

The Institution assesses the learning levels of the students prior to the commencement of the course for which their previous qualifying examination and grading in other skills becomes an indicator. The institute organizes an Orientation Program before the commencement of each semester to familiarize the students with the courses and assessment procedure. The assessment after admission is done through Continuous and Comprehensive Evaluation like Assignments, Unit tests, Class Tests, Group Discussion, Seminars, Quiz, Debates and Classroom Interaction. Model tests are conducted specially for the new entrants to let them know the university examination pattern.

Special attention is also given to the slow learners through tutorial and remedial classes. Advanced learners are encouraged to make best use of the library, present papers in seminars, participate in literary competitions, and prepare for competitive examinations in Zisaji Career Resource Centre. The institute also runs a mentoring program to take care of students' academic issues. Apart from these, the College facilitates athletic, literary and cultural programs, computer lab and floriculture to enhance the skills of students in computer and gardening, Skill Development programs, and Wall

Magazine and College Magazine for enriching and developing creativity and critical thinking of the students.

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	**16**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The 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 to make the teaching-learning process interesting and interactive, and encourage classroom discussions and questioning for the development of critical thinking of the students. The students are encouraged to undertake individual projects and submit reports which enable them to have a firsthand knowledge beyond textbooks. Besides, the College has provisions for tutorial and remedial class, peer learning, assignments, quiz and debates, seminars and group discussions, workshops, cultural activities and educational trips for the students. The institute also encourages the students to participate in conferences and be a member of NSS, RRC (Red Ribbon Club), YRC and NCC as a part of experiential learning. The Institution has various co-curricular and extra-curricular activities related committees and clubs for facilitating experiential learning. The spirit of teamwork is strengthened by encouraging the students to participate in different extension activities.

The Institution also invites experts from outside the institution 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 College has prioritized the use of ICT in teaching –learning transaction. The teaching faculty uses power point presentations through the use of LED projectors in the smart classrooms, prepares and disseminates digital notes or soft copies through social mediums, and submits digital materials in the College E-Library for easy access by the students. 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. 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 MENTOR/MENTEE RATIO 1:12

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

18

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	View File
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

220

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

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 pre-requisite criteria for their successful completion of End Term Examination as per the Nagaland University and as the conviction of the institution to bring out the best from the students. Internal Assessments are incorporated in the Academic calendar. Apart from this, unit end assessments are also conducted to make the performance of the students better. During the period the internal assessments and correction of answer scripts were done offline. The students were given detailed guidelines regarding the process and were guided by the teachers in case of any difficulty. The students were intimated about the assessment schedule through the social medium and pasting it in the College Notice Board. Class attendance of the students is checked before the exams as per mandate of the Nagaland University. Attendance for each course is maintained by the college. Continuous Internal Evaluation is done by the departments throughout the semester; these include internal assessment exam, assignments, quiz, debates and seminar/paper presentations. These formative evaluations help the students prepare better for their final examinations. Students are always encouraged to approach the teachers for any clarification.

File Description	Documents
Any additional information	**No File Uploaded**
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 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. The question papers are prepared with full confidentiality by the examination branch. 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. Besides, the teachers conduct Unit tests and surprise tests to assess the conceptual understanding of the students. The college also conducts Model Test for First semester students to familiarize them with the Term End examination. The Answer Scripts of class test, assignments and seminar papers are given to the students with necessary feedback to maintain transparency. Students who were unable to appear the internal assessment due to unavoidable circumstances on the assigned date were given a chance through strict consideration of their cases by the College administration.

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.

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. Furthermore, 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 program held at the beginning of each
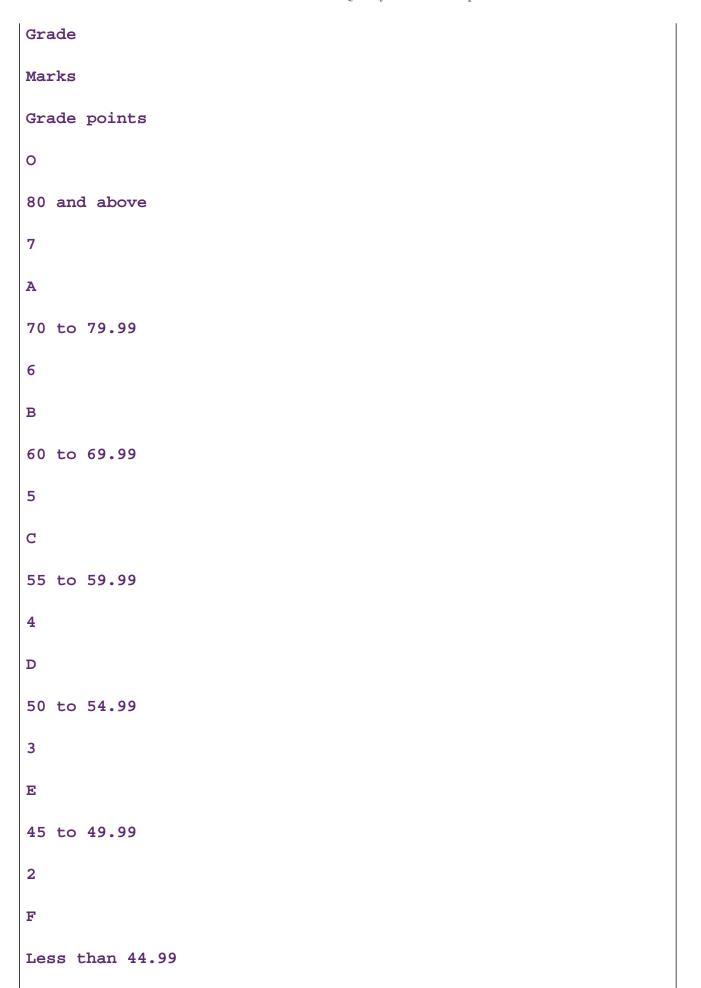
semester. The College not being autonomous has to adhere to the course curricula of Nagaland University. The POs and COs of different subjects are put up on the website of the College. The detailed syllabus of the different programs is available in the website of College. The students are informed of the desired outcomes in the Orientation Program organized by the college and the individual departments respectively. The Program Specific outcomes and the Course Outcomes are explained by the respective subject teachers in the class.

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.

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. The teachers identify slow learners and remedial classes are conducted. The institution also follows university level End-Term examination at the end of each semester. 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 other activities. The College ensures efficient and effective participation of students in various curricular, co-curricular and extra-curricular activities. The institution adopts the SGPA and CGPA grading system to assess the level of attainment of program outcome, program specific outcome and course outcome.

The seven point grading system is adopted by the institution as indicated below:

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

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

81

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	[View File]()
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/page/students-satisfaction-survey

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)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
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

NIL

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	View File
Any additional information	View File
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. **NSS Cell Organised Debate Competition on the topic "India's Independence and the Role of Youth in National Integration" on 11 August 2021**
2. **NSS Volunteers organised Freedom Run on 14th August 2021**
3. **NSS cell organised NSS Day Cum- Induction Program on the theme "The Youth and Community Service" on 24th September, 2021.**
4. **NSS volunteers participated with NYKS, Kiphire in Plogging Run & Cleanliness Drive on 2nd October, 2021**
5. **NCC cadets observed International Yoga Day on 21st June 2021;**
6. **NCC cadets organised Covid Vaccination Drive on 28th June**

2021;

7. NCC cadets organised organised Covid 19 Vaccination awareness on 29th June 2021;
8. NCC cadets organised Freedom Run on 14th August 2021;
9. NCC Cadets organised Cleanliness Drive on 2nd October 2021;
10. NCC Cadets OrganisedMarathon Rally with Department of Police under the Superintendent of Police on 29th October 2021;
11. NCC Cadets organisedPunnet Sagar Abhiyan on 3rd April 2022.

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

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

02

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

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

13

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

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

301

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

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)	<u>View File</u>
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.

The College has enough land area with one Academic cum Administrative building and has a total of ten classrooms (Six smart classrooms) with quality furniture, adequate light and ventilation. The College has one computer lab with 33 laptops and two computers and a printer in the Faculty Room. The College has two Photostat machines for photocopying. The College library has more than 6700 books, 50 journals, magazines and newspapers and a reading space. The College has an E-library with 8 computers and more than 1000 e-books. The College has a boys' hostel with 50 inmates' capacity. The College has a Students' Facility Center that provides stationary items and notebooks at a nominal rate which is run by the Alumni. The College has opened a Career Resource Centre which provides academic counseling and study materials for Competitive examinations. The College has a 25 KV transformer, Digi- Generator and two generators of 5 KV and 1.5 KV respectively, and two 5KV UPS to facilitate power supply. The College 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. The College has a play ground for outdoor activities.

File Description	Documents
Upload any additional information	[View File](#)
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.

The College has various Committees to take care of different events. The Games and Sports committee is given the charge of Annual Games and Sports Meet and different athletic events. The College has a playground (300 x 150 sq. ft) for out-door sports and games. The college has a store-room for sports equipment. The College has an open stage (100 x 80 sq. ft. with approx. 500 sitting capacity) for various events like Freshers' Day, Alumni Day, Cultural day and literary day. The College also provides First-Aid kits. The Cultural committee of the college organizes Cultural Fest with an aim to promote cultural values and preserve cultural heritage and other activities like Freshers' Day and Parting Social. The College has an Ethnic Corner to showcase the rich ethnic traditional attires and items of Naga tribes to signify unity and identity. NCC unit of the College observed International Yoga Day to make the students understand the importance of physical and mental health in life.

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)

3.2

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

4.2 - Library as a Learning Resource

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

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 stockin/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	[View File](#)
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 | **D. Any 1 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)

1,52,981/-

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

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

23

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

4.3 - IT Infrastructure

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

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 updates its website 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. Atotal of 5 class rooms are developed as smart class room to facilitate the teaching learning process more effectively and successfully.

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

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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)

3.2

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

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.

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 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	[View File](#)
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

146 -PMS, 5-ZISAJI FREESHIP, 1-YOUTH NET

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
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)	[View File](#)

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)	[View File](#)

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

A. All 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)	[View File](#)

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

48	

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

48	

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

5.1.5 - **The Institution has a transparent mechanism for timely redressal of student 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**	B. Any 3 of the above

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	[View File](#)
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

23

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

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)

The College Students' Union Body was established in 1998. 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. The Principal is the Ex-officio President of the Union body. The Union body is guided by the Students' Advisory Board. The College believes in nurturing the leadership qualities and skill of the students and 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 organization of different activities of the college. The Students' Union not only voices the students' problems but also works for the development of the institution. The college also has an active NCC male and female battalion, NSS, RRC, YRC, Eco and Sanitation Club, Entrepreneurship Skill Development Board to encourage students' engagement in community life and extension activities.

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

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

25

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

The Alumni Association of the College was established in the year 2015. The alumni have contributed a lot for the development of the college like books for the library, chairs and microphone stand. The alumni are represented in the IQAC of the college. The alumni participate in all the activities of the college. Alumni Association elects its office bearers every three years. The alumni are now connected to each other through Whatsapp and Facebook. The association celebrates Alumni Day yearly. An Alumni registration drive was conducted during the period and series of meetings were held for the upcoming Celebration of College silver Jubilee. The college highlights its basic needs to the Alumni Association so as to enable it to discuss the agenda in its meeting and contribute accordingly.

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

The College envisions itself as a centre of educational excellence which upholds holistic development of the students. The College plans to introduce new departments and infrastructural development. The College aims to create and disseminate knowledge, develop critical thinking in the students, nurture leadership qualities, encourage the students to develop knowledge in the cultures, traditions and sentiments of the people, enable the students to pursue their chosen careers with distinction, and create responsible citizens. The governance of the college has a decentralized structure. The Principal coordinates and supervises all the activities of the college. The Vice Principal is in charge of the academic activities and examination related activities. Various committees and cells serve as vigilant eyes of the administration. Different departments are given the freedom to plan and devise their academic functioning. The college has PTA, Alumni Association, Student Union Bodyand an Advisory Board . The prospective plans of the college are prepared by IQAC. The plans to implement are prepared in the staff council meeting and responsibilities are divided accordingly. Active participation of all 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	View File

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

The College is committed to the culture of participative management and has fully decentralized governance. The Principal is in charge of administrative works and the Vice Principal is in charge of the academic and examination related works, the HODs are in charge of departmental activities. The responsibilities of the institution have been decentralized by

formulation of different committees, cells, associations and clubs; which covers all branches of the College activities like IQAC, PTA 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 Counseling 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 Board, Media and Publicity Cell, Students' Welfare Committee, RRC, NCC and NSS. These different bodies carry out their respective duties with autonomy under the policy of the College.

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

Examination and Evaluation

Internal assessments, unit tests and surprise tests are held before the final examination. The Examination Committee oversees the overall examination related works of the college efficiently while ensuring confidentiality in the process. For the evaluation of the papers, the College administration assigns the examiner, scrutinizer and chief-examiner confidentially.

Teaching and Learning

Each department distributes the syllabus and divides papers among the faculty at the beginning of the session and reported to the principal. The Principal, HODs and concerned faculties holds a joint meeting to review the progress of the syllabus. All the faculties are encouraged to incorporate ICTs in the teaching-learning process.

Library, ICT and Physical Infrastructure / Instrumentation

The College library functions with EDUEXCEL software. The College has an E-Library equipped with eight computers that facilitates E-books and learning materials. There is one computer Lab with 33 computers and six smart classrooms. The college has a canteen and drinking water facilities for the students.

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.

The Institution comes under the Directorate of Higher Education. It has an Advisory Board chaired by the Deputy Commissioner with two representatives each from Nagaland University and teaching staff. The Principal is in charge of the academic and administrative functioning. The support staffs works under the Senior Head Assistant. The IQAC plans and implement quality enhancement measures of the college. The HODs administer the regular functioning of respective department. The College constitutes various Committees and Cells to carry out different activities of the college and the reports are submitted to the IQAC. The annual budget allocation, recruitment of employees and promotional policies are managed by the Department of Higher Education. 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. Grievances Redressal Committee has been set up to address the grievances of the students. A Suggestion Box has also been put up and necessary actions are taken accordingly. The grievances of the teachers and support staff are addressed by the Principal and serious issues are forwarded to the Director of Higher Education.

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

GIS: under this scheme the staffs are deducted Rs. 80/- per month from their salary to avail group insurance scheme.

CMHIS (Chief Minister Health Insurance Scheme): This scheme was launched by Government of Nagaland in the year 2022 for Teaching and non-teaching Regular employees.

GPF/CPF: The staff appointed before 2008 benefits from the General Provident Fund and appointees after 2008 enjoy Contributory Provident Fund.

Pension: Staff also avails after retirement pension benefit. Staffs appointed after 2012 enjoy the retirement benefit under the New Pension Scheme.

Gratuity: Gratuity benefit is enjoyed by all after retirement.

Allowances: The staffs get of dearness allowance twice a year, HRA 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.

Study Leave: Study Leave for three years is granted to the teaching staff to pursue research.

Maternity Leave: Maternity Leave of twenty six weeks is granted to female staff.

Medical Leave: 20 days half-pay Leave annually is given to staff and can be availed on medical ground also.

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

6

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
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

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 of Higher Education 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 there 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	[View File](#)

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

The institution conducts internal and external financial audits regularly. The expenditure of government grants under plan and nonplan 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 2021-22 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

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

IQAC has been established in the college and functioning since 2013. The institutional policies with regard to quality assurance are 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 analyze 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](#)

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

The IQAC of the institution reviews the structures and methodologies of operations, theteaching learning process, 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 benoted 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	View File
Upload any additional information	View File
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

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	Nil
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	Nil

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

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

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

Biomedical waste management: The College has a separate waste pin for managing biomedical wastes. The waste collected in the waste pin is again disposed off either through incineration or land disposal.

E-waste management: E-wastes are stored in a secured place with a view to reusing some of its parts. The equipments or old electronic gadgets which cannot be reused are auctioned among the staff. The remaining E-wastes are either disposed through incineration or land filling.

Waste recycling system: The Kiphire Municipal Council takes care of recycling the waste products of the College.

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

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

B. Any 3 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:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 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   C. Any 2 of the above

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

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	<u>View File</u>
Any other relevant information	<u>View File</u>

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).

The College takes utmost priority to create an inclusive environment for all its stakeholders. In true sense it is a pluralistic institution. In order to maintain its pluralistic colour, the institution maintains zero tolerance to all kinds of 'isms' that differentiates man from man. The College is situated in a multilingual and multi-ethnic community where 4 major tribes along with other Naga tribes and non-Nagas from other States coexist in harmony. The teachers of the institute are also multilingual and multi ethnic which comprises of many tribes of Nagaland and also from other States like Odisha and Kerala. It observes various national and regional festivals so as to integrate the people from diverse backgrounds. It promotes cultural diversities in its Cultural Fest where people from different backgrounds showcase their cultural heritage. It grants three days of restricted leave to observe their indigenous festivals. Different Seminars and talk shows are organised to deliver various topics aimed to make our society and college a more inclusive and integrated one.

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 sensitizes its students and employees on 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 RRC and NCC members of the College donates blood from time to time to ensure that precious lives are saved, celebrates Womens' day to mark the achievements of women throughout history. It also observes World Environment Day to ensure environmental concerns, Swachh Bharat Abhiyan

through NSS 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 to train the students in leadership.

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, teachers, administrators and other staff **4. Annual awareness programmes on Code of Conduct are organized**	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various 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

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	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

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. 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. 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. . 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	No File Uploaded
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

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 bythe 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	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Action Plan 2022-23

- Implementation of CBCS;
- Construction of Boundary Fencing;
- Black topping of College Road;
- Electrification to Boys & Girls Hostel;
- Procuring books for the College library as perCBCS;
- Introduction of Sociology Department;
- applying for 2(f) & 12 (B) status of UGC;
- Extension of College Playground;
- Installation of Solar panel for the College Academic Building;
- Hands on Training for the Faculty on Use of Smart Board;
- Conduct of one inter-disciplinary webinar by IQAC;
- implementation of Online Feedback fro stakeholders;
- Policy Documents for newly created Committees;
- Publication of An Annual Inter-Disciplinary Journal;
- Celebration of College Silver Jubilee & Publication of Souvenir;
- Tree plantation along the college road and inside the college campus;
- Ban on single use plastics inside the college campus;
- Nature camping for the teaching faculty;
- Installing additional trash bins at appropriate places inside the college campus;
- Creation of student facility centre.