

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

PHEK GOVERNMENT COLLEGE

C/O PRINCIPAL, PHEK GOVERNMENT COLLEGE
797108

www.phekgovernmentcollege.com

SSR SUBMITTED DATE: 14-08-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Phek Government College is located on a hillside with a campus area of 38 acres on the outskirts of Phek Town. It is affiliated to the Nagaland University and offers Bachelor of Arts and Bachelor of Science programmes with honours in 5 Arts and 5 Science subjects. It also hosts an IGNOU Study Centre offering postgraduate, diploma and certificate courses. The College has a total faculty strength of 43 out of which 26 (15 male, 11 female) are permanent and 17 (6 male, 11 female) are temporary. 8 faculty members have doctoral degree and 5 others are pursuing their studies. There are 30 ministerial and supporting staffs. In the last 5 years the average number of students admitted per year is about 192.

Vision

MOTTO

“Lighted to Light”

VISION

“Towards Higher Consciousness and Enquiry”

Mission

The College strives

- *To be the hub of knowledge generation and dissemination.*
- *To transform students to be effective agents of change in the society.*
- *To impart and hone the various life skills of students to make them self-reliant citizens.*
- *To make the students socially and economically productive individuals.*
- *To promote scientific, analytical and critical temperaments of the students.*
- *To impart value oriented education that shapes the students to be socially responsible global citizens.*

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths

1. Appointment of teachers, service rules and salary are as per UGC guidelines.
2. The college possess qualified and dedicated teachers.
3. The campus has 38 acres of land with ample scope for development.
4. Opportunities are extended to teachers to upgrade their knowledge and teaching skills.
5. The college hosts an IGNOU Study Centre.
6. Ideal ambience for academic activities.
7. Students are extended various scholarships.
8. Required committees and cells are in place and active.
9. The college extends remedial and tutorial classes and mentoring program for the students.
10. The college offers Mushroom cultivation, Floriculture and Proficiency in English as Add-on and Choice Based Credit System Courses.
11. Classrooms are equipped with ICT facilities.
12. The college is strongly and vigorously supported by the district administration and the general public.

Institutional Weakness

Weaknesses

1. Located in a very remote region.
2. Poor transport and communication facilities.
3. Support facilities are not satisfactory.
4. The college yet to attain permanent affiliation.
5. Lack of research facilities.

Institutional Opportunity

Opportunities

1. Scope for introduction of more programs.
2. Scope for collaboration with other academic and research institutions.
3. Scope to establish a skill development centre.

Institutional Challenge

Challenges

1. Creation of more infrastructures.
2. To produce consistently good academic results.
3. To improve the employability level of the students.
4. To increase the intake capacity of students in the college.
5. To attract students from outside the state and the country.
6. To make the college a vibrant research centre.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college follows the curriculum prescribed by the Nagaland University which is at par with the UGC curriculum. The college offers B.A. and B.Sc. programs which is divided into core, elective, choice based credit paper (CBCP) and other enrichment programs. The curriculum of a core program in B.A has 62 credits and 50 credits in B.Sc. respectively. In addition, papers like the computer and its application, environmental studies, mushroom cultivation and proficiency in english have 2 credits each. The college also offers add-on certificate courses in floriculture and mushroom cultivation. Every academic session, all the departments prepare lesson plans with reference to academic calendar to ensure effective curriculum delivery. The tutorial and mentoring classes are conduct for the students who need improvement on backlog papers. The college also hosts an IGNOU Study Centre offering postgraduate, diploma and certificate courses.

Teaching-learning and Evaluation

All the classrooms are equipped with ICT facilities to enhance the teaching and learning process. Teachers provide study materials and references to students. Orientation programme, workshops and seminars are frequently conducted. Counselling, tutorial and remedial classes are also extended. The college follows an academic calendar for Continuous Internal Evaluation (CIE).

Assignments, class tests, paper presentations, projects, practical and field studies form the basis for internal evaluation. External examinations are conducted by the University.

Research, Innovations and Extension

Research

Teachers of the college have publications in national, international and in-house journals and have also presented papers in national and international symposiums. To promote research activities the college organises workshops and seminars with resource persons from the state, country and abroad. Memorandum of understanding has also been arrived upon with a research institute recently. A research committee is also in place to record and maintain data of the various research activities carried out by the faculty and also plan and organise programs to promote and facilitate research.

Innovation

The college has initiated the process of opening a skill development centre to train and to provide employment to the youth of the town and surrounding villages. The college offers certificate courses in mushroom cultivation and floriculture. The college has also facilitated the establishment of an IGNOU study centre. The college has signed a MoU with a research institute, which partner with international research institutions, in order to promote collaborative research, faculty and students exchange programmes, etc.

Extension

The teachers and students of the college extend services to the society in multiple ways. Teachers are involved

with various programs of the Ministry of Science and Technology, Government of India, Ministry of Environment, Forest & Climate Change Government of India. They also render their services as resource persons in public as well as government programs; assist the state government administration during elections and other important occasions such as Independence Day and Republic Day. Students also render substantial assistance on these occasions.

Infrastructure and Learning Resources

The college is located on a hillside with a campus area measuring 38 acres on the outskirts of Phek town. The college has 19 classrooms, 1 library measuring 111.60 square meters, 4 laboratories and 4 new upcoming laboratories, 1 computer laboratory, 12 office rooms, 4 staff rooms, 1 multipurpose hall, 1 cafeteria, 1 girls hostel, 1 fifty-bedded boys hostel on the verge of completion, 1 teachers' residential complex under construction, 5 residential quarters, skill development centre, IGNOU Study Centre, floriculture unit, mushroom cultivation unit, 2 poly houses, one reinforced cement concrete 20,000 litres capacity water reservoir tank, rainwater harvesting facilities in three buildings, one 20 KVA silent generator, one 2 KVA generator, 3 inverters/power back up, two separate common rooms for boys and girls, 1 first aid room, CCTV in all the buildings. Fire safety measures have also been installed.

The library has 3900 books, e-books, magazines, newspapers and automation of library under process. The college has 13 printers, 7 photo copiers, 38 computers/laptops, 13 LCD projectors, 1 handy cam and 3 digital cameras.

Student Support and Progression

The institution focuses on overall development of its students. The academic performance and the participation of the students in different activities of the college are emphasized and monitored. The students are given financial assistance by the central as well as state government. The faculty and well-wishers also sponsor several scholarships to meritorious and needy students. Academic, career and personal counselling as well as tutorial and remedial are also extended. Scope for extra-curricular and co-curricular activities is also in place. Resource persons from the college as well as from outside conduct workshops and seminars for the students.

Counselling and guidance on the prospects of joining institutions elsewhere for higher studies, competitive examinations, jobs, etc are extended to the final year and passed out students by the Career Guidance Cell of the college as well as by all the teachers.

Governance, Leadership and Management

The Principal assisted by the Vice-Principal supervises the overall functioning of the college. For the smooth functioning of the college various committees have been constituted and each committee is delegated with certain functional autonomy in carrying out the assigned tasks. The college has an advisory board with the district Deputy Commissioner as the Chairman. The board comprising of 14 members are eminent public leaders including a representative from the University. The ministerial staffs totalling 30 in numbers is headed by the Sr. Head Assistant.

Each department in the college has a designated head who ensures proper coordination of all the departmental

activities.

The Department of Higher Education monitors the institution through audit and assesses teaching faculty members and non-teaching staff through Annual Performance Assessment Report (APAR). Internally, the IQAC assess the performance of the faculty members and oversees the internal quality and performance of the institution. A student union body is in place to look into student related activities. The union is governed by rules and regulations framed by the college authority.

Institutional Values and Best Practices

The college is committed to impart value oriented education and shape the students to be socially responsible citizens. The institution also relies on the vast support network from the local community in the pursuance of its values, mission and goals. The institution foresees itself to be a place where academic knowledge is not merely imparted, but also where learners will be able to make sense of the world they live in. The institution has capitalised on the strong community- based society to promote holistic education.

Recognizing the vast reservoir of talents among the students, the institution has evolved certain best practices which reflect the institution's values, vision and mission. These best practices are deemed to be at par with the institution's quest for excellence in academics. These practices have emanated from the cultural and social specificities of the students, while at the same time these best practices also aims to equip the students to be responsible citizens, to enable them to adapt to a competitive world and other cultural milieus. The Best Practices of the college includes Promotion of Skill Development, Teacher-Student Synergy for a Green Campus, Tutorial, Remedial Classes, Mentoring and Community Extension Services. However, two notable Best Practices of the institution which have been highlighted are Promotion of Skill Development and Teacher-Student Synergy for a Green Campus.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PHEK GOVERNMENT COLLEGE
Address	C/O PRINCIPAL, PHEK GOVERNMENT COLLEGE
City	Phek
State	Nagaland
Pin	797108
Website	www.phekgovernmentcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	VIZOVOL MEKRO	03865-223740	9402716591	-	pgcphek@rediffmail.com
IQAC Coordinator	MEDONGU LIE ZATSU	-	8837364224	-	mzatsu@rediffmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1981

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Nagaland	Nagaland University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	31-08-2017	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	C/O PRINCIPAL, PHEK GOVERNMENT COLLEGE	Semi-urban	38	51260

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Higher Secondary	English	300	89
UG	BA,Tenyidie	36	Higher Secondary	English	300	19
UG	BA,History	36	Higher Secondary	English	300	151
UG	BA,Political Science	36	Higher Secondary	English	300	162
UG	BA,Education	36	Higher Secondary	English	300	111
UG	BA,Economics	36	Higher Secondary	English	300	47
UG	BA,English Honours	36	Higher Secondary	English	300	30
UG	BA,History Honours	36	Higher Secondary	English	300	13
UG	BA,Political Science Honours	36	Higher Secondary	English	300	45
UG	BA,Education Honours	36	Higher Secondary	English	300	24
UG	BA,Economics Honours	36	Higher Secondary	English	300	18
UG	BSc,Chemistry	36	Higher Secondary	English	150	39

UG	BSc,Botany	36	Higher Secondary	English	150	28
UG	BSc,Zoology	36	Higher Secondary	English	150	28
UG	BSc,Physics	36	Higher Secondary	English	150	11
UG	BSc,Mathematics	36	Higher Secondary	English	150	6
UG	BSc,Botany Honours	36	Higher Secondary	English	150	12
UG	BSc,Chemistry Honours	36	Higher Secondary	English	150	2
UG	BSc,Physics Honours	36	Higher Secondary	English	150	6
UG	BSc,Mathematics Honours	36	Higher Secondary	English	150	2
UG	BSc,Zoology Honours	36	Higher Secondary	English	150	13
UG	BSc,Computer Science	36	Higher Secondary	English	150	17

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				40			
Recruited	1	0	0	1	1	1	0	2	19	21	0	40
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	12	7	0	19
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	11	0	0	11
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	2	1	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	1	0	11	9	0	22

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	3	0	4
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	4	6	0	10

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	100	3	0	0	103
	Female	127	1	0	1	129
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	83	82	93	109
	Female	76	91	92	97
	Others	0	0	0	0
OBC	Male	0	0	1	1
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	2	3	3	0
	Female	3	2	1	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		164	178	190	207

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 22

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	22	22	22	22

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
232	207	190	178	164

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	22	22	22	22

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	54	32	39	33

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
45	43	38	37	27

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	33	33	33	33

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response : 19

Number of computers

Response : 38

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
129.50	19.44	15.44	11.56	508.79

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The college follows the curriculum prescribed by the Nagaland University which is at par with the UGC curriculum. The college offers B.A. and B.Sc. programs which is divided into core, elective, choice based credit paper (CBCP) and other enrichment programs. The curriculum of a core program in B.A has 62 credits and 50 credits in B.Sc. respectively. In every academic session, all the departments prepare lesson plans with reference to academic calendar to ensure effective curriculum delivery.

To meet an effective system of curriculum delivery, class rooms and laboratories are equipped with ICT facilities. Similarly, in addition to the conventional way of class room teachings, novels, dramas and documentaries are screened. Other class room oriented activities includes group projects, debate, quiz, group interactions, oral presentations and role play. The process of internal assessment involves the conduct of class tests, written assignments, presentations, project works, field studies and excursions. The internal assessment of the students, once obtained and recorded is sent to Nagaland University for final compilation with the external examinations results. The college offer Choice Based Credit Paper (CBCP) on proficiency in english and other add-on programs which are open to both B.A. and B.Sc. students. The add-on courses like mushroom cultivation and floriculture are designed as per the requirements and also from empowerment perspective to enhance the skill of the students. Feedbacks on overall performance of teachers on curricular aspects are obtained from students in each semester. Students' performance record such as class attendance and internal examinations are periodically analysed and assessed.

The college has instituted academic oriented cells like mentoring, tutorial, career guidance and counselling cells. The tutorial and mentoring classes are conducted for the students who need improvement in backlog papers. The research and seminar committee organises seminars, workshops and research related activities for both students and teachers. Faculty meetings are convened by the Principal for review of overall academic performance of the college. Orientation program is annually conducted for the newly admitted students and guardians at the beginning of the academic session to familiarise them with the college academic calendar, curriculum structure and evaluation process.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 23.68

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	7	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 68.18

1.2.1.1 How many new courses are introduced within the last five years

Response: 15

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 9.09

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2	
File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 8

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
58	31	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

A brief description of courses which addresses these issues are:

Environmental Studies

Environmental Studies (EVS), a compulsory paper for students of B.A. and B.Sc. 5th semester include issues relating to environment and sustainability in the context of global warming and resource management, water harvesting and solar energy sources. The paper also addresses human values and concepts on biodiversity, conservation and climate change.

Botany:

B.Sc. Botany 4th semester paper dealing with environment and sustainability includes the study on plant physiology, ecology and biodiversity. Another paper on environmental biology and phytogeography address various issues about the environment and the natural resources.

English

The topics offered in English papers for both B.A. and B.Sc. deals with wide issues and concepts on gender, human values and professional ethics. The studies include the works of William Shakespeare, Thomas Hardy, Easterine Iralu, Toni Morrison, Albert Schweitzer, Marcel Jusod, Jane Austen, Charles Dickens and Arthur Miller. The theme on professional ethics is taught in the CBCS paper 'Proficiency in English'.

Education

B.A. 3rd semester syllabus involves studies on gender equity, human values and development. B.A. 4th semester syllabus involves studies on social, moral, ethics and aesthetic values. On professional ethics, B.A. 2nd semester syllabus deals with managerial behaviour at personal, social, cultural, political and institutional level.

History

B.A. 5th semester history syllabus includes a general understanding on social change and economic developments in modern India including gender issues like emancipation and role of women in Indian National Movement. On issues relating to ethics, Gandhi's philosophy of non-violence and satyagraha are included.

Economics

The economics of environment is included in the B.A. 6th semester syllabus.

List of core courses

1. English (Pass and Honours)
2. History (Pass and Honours)
3. Political Science (Pass and Honours)
4. Education (Pass and Honours)
5. Economics (Pass and Honours)
6. Tenyidie (Pass)
7. Botany (Pass and Honours)
8. Chemistry (Pass ad Honours)
9. Mathematics (Pass and Honours)
10. Zoology (Pass and Honours)
11. Physics (Pass and Honours)
12. Environmental Studies (Pass)
13. Computer Science (Pass)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 16.38

1.3.3.1 Number of students undertaking field projects or internships

Response: 38

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.23

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	5	5	5

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 43.16

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
232	207	190	178	164

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
450	450	450	450	450

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 2.73

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**Response:**

Students are identified on the basis of their performance in examinations, classroom interactions, home and projects assignments, extra-curricular activities, etc.

Slow learners and poorly faring students are identified and special classes are conducted by the subject teachers after normal class hours.

Under the mentoring programme, teachers are allotted an average of 4-8 students as their mentees. This is carried out with a view to encourage, advice and suggest ways for the students not only in the field of career building but to guide them in the job prospects, moral and personality development.

2.2.2 Student - Full time teacher ratio**Response: 5.16****2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response: 0**

2.2.3.1 Number of differently abled students on rolls

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.3 Teaching- Learning Process

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

Response:

Due consideration and efforts are given in identifying the ability of the students to engage them in their areas of interests. Students are given opportunities to share their views for effective and collective engagement through activities such as seminars, debates, quiz, group discussion, group projects, oral presentations, writing for in-house magazines/bulletins, etc.

The college also have clubs for students such as NSS, RRC, Eco and Sanitation Club, Skill Development Club, Literary Club, Science Club, Sports Club, Performing Arts Club, etc, to help in broadening and enhancing their experience, exploring and unravelling their passions and honing their talents.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 91.11

2.3.2.1 Number of teachers using ICT

Response: 41

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 5.66

2.3.3.1 Number of mentors

Response: 41

2.3.4 Innovation and creativity in teaching-learning

Response:

Classroom presentations, assignments, book reviews, movie reviews, field studies, excursions and practical demonstrations are used to develop creative learning. The classrooms are also equipped with ICT facilities to enhance the teaching-learning process. This also enables teachers to screen novels, drama adaptations and documentaries to instil added interest. Students are also encouraged to use PPT during presentations. Through the skill development club, students are encouraged to showcase and explore their inborn talents such as handicrafts, paintings, photography and flower arrangements during competitions, exhibitions and sales.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 114.35

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 15.6

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	9	8	4	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.76

2.4.3.1 Total experience of full-time teachers

Response: 304

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 28.95

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	1	1	4

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 4.83

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	2	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college follows three methods of internal assessments viz, assignments, class tests and presentations. In subjects where paper presentations are not conducted, additional internal tests or home assignments are conducted. The college maintains a time table for conducting internal tests. Tutorial classes and mentoring programs are conducted on regular basis. Students are encouraged to solve previous years university exam question papers to update and equip themselves with the latest examination pattern. Seminars and workshops are conducted frequently to encourage and motivate the students by the Career Guidance and Counselling Cell. Emphasis is also given to students' attendance, whereby, each student is required to attain 80% of monthly attendance in order to qualify for the end semester examination. Feedback from the students and parents are taken, analysed and actions are taken accordingly.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

For Internal assessment, the institution emphasizes on class tests, home assignments and presentations. For B.Sc., projects, field works and field reports are mandatory. The examination committee is given the responsibility of preparing the internal tests schedule and documenting of internally assessed marks. All the Departments in compliance to the internal tests schedule, conducts the internal assessment activities. After every assessment, respective departments take corrective measures whenever necessary to facilitate the weak students. In order to maintain transparency, the evaluated papers and assignments are given back to the students and their scores are displayed on the notice board.

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

Response:

The Examination Committee, in accordance with the guidelines of the Nagaland University, has an efficient mechanism in dealing with the examination related grievances in a transparent and time-bound manner. Grievances relating to internal evaluation are reverted to the respective HoDs, to address the issue in consultation with the concerned teachers.

Grievances relating to external examinations such as inadvertent entry of wrong name, registration number, discrepancy in marks or tabulation, etc, are taken up by the institution on behalf of the students. The university follows an efficient time-bound prescribed procedure in addressing any kind of examination related grievances.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

There is a time schedule for onward submission of internally moderated marks to the Controller of Examination, Nagaland University. As such the institute adheres to the academic calendar for the conduct of CIE. The Examination Committee plans the tentative schedule for the conduct of internal examination for all the departments. The HoDs in consultation with their respective faculty, fix the dates for the conduct of internal examination. The HoDs also ensures that all internal assessments are completed on time. The evaluated marks are then forwarded to the Examination Committee for verification and submission to the Controller of Examination of the university. For timely execution of all the activities, the college has an academic calendar prepared by the IQAC.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Yes, the program and course outcomes are stated and displayed on the college website (www.phekgovernmentcollege.com). The scope and outcomes of each course and programs are clearly spelt out as to what knowledge or skills will be gained by the students through the program or course. The scope of the programs in terms of opportunities in career and profession are also detailed. These are communicated to the students at the time of admission and also during orientation programme for new entrants. These informations are also incorporated in the handbook for students. All these enable the students to have a prior knowledge of the specific program or course which they wish to pursue. The teachers are also made aware of the program outcomes so as to orient their teaching methods and knowledge for effective delivery of the curriculum.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

As an affiliated college, the institution adheres to the university guidelines for evaluating the programs. For attainment of program outcomes, program specific outcomes and course outcomes, the institution uses internal and external evaluation. The IQAC headed by the Principal plan out the academic programmes and chalk out designs for attainment of outcomes.

The institution regularly monitors the students' performance. Students are assessed in tests, assignments, paper presentations, project works, field trips, practical examination, and attendance. Remedial/tutorial classes are conducted prior to their external examination.

All record of the marks secured by the students in the internal assessment conducted by the institution and the results of the university examination are maintained.

After the declaration of results, retrospective analysis is done to examine the performance and to find ways for future improvement.

The institution organise parents-teachers meeting to brief them about the performance and progress of their wards. Feedbacks are collected from the parents, alumni and teachers regarding the courses and programmes. The feedbacks are deliberated in the faculty meetings and remedial measures taken.

2.6.3 Average pass percentage of Students

Response: 49.77

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 109

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 219

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 43.14

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	43.14	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.04

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 45

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge**Response:**

The College is in close contact with some agencies to enhance creativity, job opportunities, placements and to transfer knowledge to the community.

1.The College has initiated the process of starting a Skill Development Training Centre in collaboration with the Indianeers Media Private Limited registered with the National Skill Development Council (NSDC) under the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. The selected job roles are:

1. Assistant electrician (Construction Skill Development Council of India, CSDCI)
2. Specialized in carpentry (Construction Skill Development-Carpentry)
3. Front desk office associate
4. Floriculture
5. Mushroom cultivation

The trainees will find placements in different companies in the country. This extension service of the college towards the community will benefit the youths, especially the school and college dropouts, by opening employability opportunity for them.

1. The College has the floriculture and mushroom cultivation units maintained by the faculty and staff of the college. These units offer certificate courses for the students and general public. These two units have been functional since 2016 and have trained a total of 89 students. Workshops are also conducted by these two units for the residents of Phek town. Pamphlets and brochures on mushroom cultivation have also been brought out and distributed to the general public. The funds generated through sale of flowers and mushrooms are utilized to meet the day to day requirements in running the units. The mushroom cultivation unit which previously depended on outside market for mushroom spawns is now producing their own.
2. The College has signed a MoU with The Kohima Institute, a research institute partnering with international research institutions, in order to promote collaborative research, faculty and students exchange programmes, etc.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response: 2**

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.12

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	8	7	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.47

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	3	6	4

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Some of the extension activities are as follows:

- Students are trained in various skill orientations programmes organised by the College in collaboration with District Employment Officer and other bodies from time to time.
- Students volunteer in organizing Mock Drills along with the District Disaster Management.
- The College Skill Development Club train students to explore their talents in handicrafts, cooking, weaving, knitting and electronic repairing.
- Skill enhanced courses like floriculture and mushroom cultivation are offered to the students and interested people in the vicinity.
- NSS unit engages in Inter-state Youth Exchange Programme, Home stay programme, Youth Festival, etc., for the student members. The unit coordinates with the village council of the adopted villages in carrying out various social works. It also organizes social works in and around the campus and town by planting trees, carrying out cleanliness drives, etc.
- Students have also rendered their services to the Nagaland State Legal Services as Para Legal Volunteers.
- The faculty members provide financial assistance through scholarships to aid economically weak students of the college.
- Teachers and students of the college extends their services during public occasions such as Republic Day and Independence Day by decorating the rostrum in the local ground, set up stalls, compeering, etc.
- To promote preservation of indigenous culture, music, religion, socio-economic activity and ethical values, the college conducts various programmes like street plays and cultural events.
- The faculty members are involved in various social and academic organisations as members, coordinators, judges, resource persons, counsellors, panellists, etc., which are briefly mentioned in

the following:

- The faculty members of the college also extend their services as co-ordinator, assistant co-ordinator and academic counsellors to the IGNOU Study Centre of the college.
- Health awareness camps are also organised in the college which not only benefits the students but also the community at large through dissemination of health information and awareness by the students to their families, neighbourhood etc.
- Faculty members have delivered talks and lectures in students' conferences in the town and villages on various issues ranging from environmental protection, climate change to issues pertaining to employment, career prospects and topics of social relevance.
- The institution contributes to the smooth conduct of democratic processes of the nation and the state by extending services of its teachers and staff as master trainers, presiding officers and polling personnel in the Parliamentary and Assembly elections.
- Faculty members are board members and consultants in important academic boards and institutions.
- Solidarity has been extended to social causes for the promotion of peace and justice in the community.
- The institution actively participate and collaborate with the district administration and other concerned departments for any constructive and socially relevant programs and activities.
- During exigencies, the institution has responded to the needs of the local community. For instance, teachers from the college have taught in the local Government Higher Secondary School when it faced an acute shortage of teachers in the school.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 87

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	25	13	11	18

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 12

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	1	2	1

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 62.34

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
232	207	19	3	164

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

<p>3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years</p> <p>Response: 11</p>														
<p>3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>2</td> <td>2</td> <td>2</td> <td>0</td> </tr> </tbody> </table>					2017-18	2016-17	2015-16	2014-15	2013-14	5	2	2	2	0
2017-18	2016-17	2015-16	2014-15	2013-14										
5	2	2	2	0										
<p>File Description</p>		<p>Document</p>												
<p>Number of Collaborative activities for research, faculty etc.</p>		<p>View Document</p>												
<p>Copies of collaboration</p>		<p>View Document</p>												

<p>3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)</p> <p>Response: 0</p>														
<p>3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14										
0	0	0	0	0										

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has 19 classrooms, 1 library measuring 111.60 square meters, 4 laboratories and 4 new upcoming laboratories, 1 computer laboratory, 12 office rooms, 4 staff rooms, 1 multipurpose hall, 1 cafeteria, 1 girls hostel, 1 fifty-bedded boys hostel on the verge of completion, 1 teachers' residential complex under construction, 5 residential quarters, skill development centre, IGNOU Study Centre, floriculture unit, mushroom cultivation unit, 2 poly houses, one 20,000 litres capacity water reservoir tank, rainwater harvesting facilities in three buildings, one 20 KVA silent generator, one 2 KVA generator, 3 invertors/power back up, two separate common rooms for boys and girls, 1 first aid room, CCTV in all the buildings, fire safety measures installed.

The library has 3900 books, e-books, magazines, newspapers and automation of library is under process. The college has 13 printers, 7 photo copiers, 38 computers/laptops, 13 LCD projectors, 1 handy cam and 3 digital cameras.

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

Response:

The college has a playground measuring 85x55 meters which was constructed in 2012. The volley ball court located within the playground measuring 18x9 meters was constructed in 2017. Construction of a basket ball court is in the pipeline. The play ground has the provision for conducting track and field events. The college has one multi-purpose recreational hall constructed in 2004 for indoor games like table tennis, carom board, chess, etc. The hall is also used for interface activities such as seminars, workshops, cultural and literary activities. The frequency and user rate for these facilities is round the year.

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

Response: 68.42

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 13

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 25.01

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
106.85	3.36	2.28	1.20	0.64

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The automation of the college library with Integrated Library Management System (ILMS) is underway . The college has a compact library which is operated manually. It has a modest collection of 3,900 books, e-books, magazines, newspapers and reports of the state government and other organisations. The usage rate of the college library on an average working day for the last five years by the students and teachers is 25 and 10 respectively. The college at present is working towards upgrading the library so as to make it the hub of knowledge-learning centre through the acquisition and dissemination of knowledge resources.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college does not have any rare books but it has a collection of special reports related to anthropology, local culture, history, folklore, environment, geology and government statistical publications. The library is also making special effort to collect books and reports on diverse subjects of this area. Teachers are encouraged to carry out research in and around the district and publish special reports of the same . The

faculty of the Botany and Zoology departments of the college have been entrusted to bring out special reports on edible wild mushrooms, orchids and fishes found in the locality.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.44

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.40	0.55	0.18	0.05	0

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 12.64**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 35**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

To deliver quality education and to ensure overall academic progress and development, the institution has installed Wi-Fi internet connection (Reliance Jio). The service will be shortly activated for the entire college. The college has also installed biometric finger print attendance system to maximise the contribution and working hours. CCTV cameras are installed in the administrative and all the academic buildings. The college has 13 printers, 7 photo copiers, 38 computers/laptops, 13 LCD projectors, 1 handy cam and 3 digital cameras. Teachers are entrusted with the maintenance of these facilities and equipments.

4.3.2 Student - Computer ratio**Response:** 6.11

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS**

Response: 20-35 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 52.98

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
7.16	16.07	13.20	10.36	8.16

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

The college has constituted various committees to look into purchase of materials and supervising maintenance works in the college. Members of these committees are from among the faculty. The heads of various departments also oversee the maintenance and care of their equipments and facilities. A complete inventory of all items in the college is maintained by the store keeper. The heads of departments also maintain their respective stock registers. The department heads report to the Principal about their requirements and the Principal accordingly addresses the same.

The college science laboratory is maintained by the lab assistants and bearers under the charge of the concerned department. The students are expected to keep the work station clean and in good order. The library is maintained by the college librarian and library assistants. There is a library committee comprising of faculty members who oversees the overall maintenance and other needs of the library. The rules of the library are strictly maintained. The computer classroom is maintained by a regular office staff. Some teachers are also entrusted to oversee the maintenance of the IT facilities.

The college has regular sweepers, gardener and watchmen. The institution has a playground and multipurpose hall which is looked after by the students' body under the supervision of the sports club. Strict regulations are maintained for the safe keeping of all sports items. The NSS and eco and sanitation club of the college oversees the cleanliness and maintenance of hygiene in the campus. Teachers and students have also been assigned to maintain cleanliness and beautification of specific areas in the campus.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 81.65

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
131	172	172	163	142

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.17

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	1	1	1

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 29.34

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
140	48	120	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 10.32

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
85	31	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 7.31

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	2	1	1

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 31.37

5.2.2.1 Number of outgoing students progressing to higher education

Response: 16

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Yes, there is active student participation and representation in various academic and administrative bodies/committees of the institution. The students' Union of the college is headed by the Principal as the ex-officio President. The student executives include the Vice-President, General Secretary, Social and Cultural Secretary, Press Secretary, Games and Sports Secretary and Women Co-ordinator. Each class is headed by two class representatives. In the various clubs, cells and committees of the institution, there are at least one or two student representatives along with the faculty in-charges.

The Students' Union in consultation with the college authority organizes student-related activities such as Fresher's Day, Parting Social, Sports' Week, Literary and Cultural Day etc. The students also participate actively in helping the institution in organizing any other collaborative activities or programmes with other departments. Over the years, the students have participated actively in various capacities, both as student representatives and as members of the college fraternity, in all events/programmes of the institution. The Students' Union plays an active role in organizing and mobilising students for all college events. The student representatives of various clubs, committees such as Eco and Sanitation Club, Sports Club, also coordinate with the faculty in-charges in organizing and conducting various activities specific to each clubs, committees and cells. The overall participation and attendance of the students in all the annual functions of the college and other extra-curricular activities are ensured and monitored by the Students' Union and student representatives.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 5

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	4	4	4

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Phek Government College Alumni Association was formally constituted on 13th July, 2013. Since its inception, the Alumni Association has been playing a significant role in terms of how former students are provided a platform to share their concerns and resources- financial and non-financial- for the development of the college. Members of the association render motivational and career guidance talks and also contributes in cash and kind. The college is working hard to build a strong alumni base. Toward this end, the Phek Government Alumni Association is working fervently to mobilise and keep a track record of all its Alumni to solicit their help, services and guidance in all matters relating to the development of the college.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response: 3****5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The college strives:

- To transform students to be agents of change in the society.
- To impart and hone various life skills to students and make them self-reliant.
- To make the students socially and economically productive.
- To promote scientific, analytic and critical temperament of the students.
- To impart value oriented education and shape the students to be socially responsible citizens.
- Networking with academicians, public leaders, civil societies, district administration, church leaders etc., towards inclusive and effective involvement in building a better society.

The Principal is the administrative head of the institution. He is assisted by the Vice-Principal in managing the major administrative tasks. The IQAC cell headed by the Principal formulates policies and plans which are then executed by every department, clubs, cells and committees. The HoDs supervise and coordinate their respective departments. The ministerial staffs, headed by the senior head accountant, ensure the smooth functioning of the office.

Focus is being laid in increasing the number of academic disciplines in the institution. Few vocational programs have been initiated in the college such as mushroom cultivation and floriculture (RUSA). The college has an IGNOU study centre and has also initiated the process of establishing a skill development centre. The college has in place a skill development club which was formed with an aim to recognize and develop the skills and talents of students in areas that could generate opportunities in self-employment. The college also organises seminars and symposiums to promote analytical thinking and research activities. Experts from the college as well as from outside the state and the country are invited as resource persons to these programmes. The college has strong networking with other academic and research institutions, government administrative officials, politicians, public leaders and civil societies. This is helping the college to grow substantially.

6.1.2 The institution practices decentralization and participative management

Response:

The institution follows an inclusive policy of shared responsibility and utilization of human resources by ensuring maximum involvement of teachers and students. The Vice-Principal assists the Principal in the overall management of the college. A sizeable number of committees have been constituted with their own responsibilities and powers to look into the functioning and growth of the college. The heads of departments are given independent charge and authority in matters related to their respective departments. The ministerial staffs carry out their delegated responsibilities under the supervision of the senior head assistant. The student body of the college is entrusted with maintenance of discipline and decorum among

the students.

The existing committees, cells and clubs in the college are as follows:

	List of Committees/Cells/Clubs/ Associations in the College	o	
1.	IQAC	Principal	
2.	NAAC Steering Committee	Mr. Medongulie Zatsu	
3.	Student Advisory Board	Mr. Ronald Difoe	
4.	Botanical Garden Committee	Mr. Mulehu Khesoh	
5.	PGC Teachers Associations	Mr. Mulehu Khesoh	
6.	Alumni Association	Mr. Shekhohu Chizo	
7.	Canteen Committee	Mrs. Vevolu Khamo	
8.	Eco & Sanitation club	Mrs. Vevolu Khamo	
9.	Sexual Harassment & Anti-ragging Cell	Mrs. Shepalu Suyie	
10.	Science Club	Mr. Solo Lorin	
11.	Admission Committee	Mrs. Shepalu Suyie	
12.	Prospectus Committee	Ms. Keviriebeinu Kehie	
13.	Red Cross	Mr. Victor Vero	
14.	Parent-Teachers Association	Dr. Nutazo Lohe	
15.	Tutorial Cell	Dr. Levinu Sakhrie	
16.	Library Committee	Dr. Levinu Sakhrie	
17.	Award Committee	Dr. Levinu Sakhrie	
18.	Transport Committee	Mr. Temjenmeren Jamir	
19.	Media Cell	Mr. Temjenmeren Jamir	
20.	Sports Club	Mr. Solo Lorin	
21.	National Service Scheme	Dr. Seyiezolie Khoubve	
22.	Women Development Cell	Mrs. Vipinuo Kehie	
23.	Purchase Committee	Mr. Boboi	
24.	Mentoring Cell	Dr. Thejotalu Neinu	
25.	Red Ribbon Club	Dr. Seyiezolie Khoubve	
26.	Skill Development Cell	Ms. Neilhousano Nakhro	
27.	Magazine Committee	Dr. H. Atoholi Sema	
28.	Performance Arts Club	Ms. Limasenla Y. Jamir	
29.	Research & Seminar Committee	Dr. I. Koktiba	

30.	Reception, Hospitality & Event	Mrs. Vipinuo Kehie	
31.	Examination Committee	Dr. Nutazo Lohe	
32.	College Development Committee	Mr. Mulehu Khesoh	
33.	Literary Committee	Ms. Diezeno Tase	
34.	Career Guidance Cell	Ms. Merenlemla Jamir	
35.	Students Grievances Cell	Mr. Hitilo Kath	
36.	Internal Audit Committee	Mr. Medongulie Zatsu	
37.	Disaster Management Cell	Mr. Ronald Difoe	

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The Principal along with the faculty members collectively discuss and develop strategic plans for the college. To execute these, the college has instituted different cells, committees and clubs to meet these needs and challenges. Each committee are assigned specific responsibilities and are expected to achieve the same within a given time frame. The committees are manned by a convener and other faculty members and student representatives. Meetings are held periodically whereby, each committee chalks out their objectives and target plans for each academic session. Accordingly, the various strategic plans are executed. These various cells and committees have been consistently and effectively contributing to the development of the college in a systematic manner.

The institution makes an effort to promote research activities and instil a sense of critical thinking among its faculty members and students as well. Toward this end, the research and seminar committee has carried out commendable work in organising seminars in promoting research related activities. International, national and inter-departmental seminars have been conducted on relevant issues where eminent personalities in the field of research and writing from Edinburgh University, Scotland, Barkweaver Publications, Norway, Indian National Trust for Arts and Cultural Heritage were invited as resource persons. It has also engaged the different departments in the college to enhance quality education and awareness and also provide opportunities to develop skills in presentation and discussions on various topics among student community.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The organisational structure of the college is given below:

Hon'ble Minister, Higher Education, Nagaland

Administration	Governing Body	Secretary to the Government of Nagaland, D Education, Nagaland: Kohima. Director, Higher Education, Nagaland: Kohima Principal, Phek Government College, Phek.	
COLLEGE ADVISORY BOARD (Current)	1. Deputy Commissioner, Phek. 2. Principal. 3. Elected Representative of 19th A/C Phek . 4. President, Chakasang Public Organisation (CPO) 5. Shri. Kupota Khesoh 6. VCC, Phek Village 7. Shri. Besengulie Venuh, Vice-Principal 8. Shri. Vejoyi Vero, Ex- Minister 9. Shri. Vechopa Curha 10. Shri. Chekhutso Rhakho, Ex- MLA 11. Shri. Shevotso Rhakho 12. Shri. H. Hoshi 13. Nagaland University Representative 14. President, PGCTA	Chairman Member Secretary Member Member Member Member Member Member Member Member Member Member Member	
	Principal	Head of the Institution	
	Vice-Principal	Assist Principal in day-to-day functions	
	College Advisory Board	Planning and Advisory role	
	Ministerial Staff	Perform all the ministerial/office related duties	
	IQAC	Headed by the Principal, it formulates policies executed by the various clubs cells and commi	
	HoDs	Supervises and co-ordinates departmental activity and represent the department in HoD meetings.	

	Committees/Cells/Clubs	Conducts & Supervises various activities of the
	Student Union Body	Students related activities
Code of conduct/ Rules and Regulations etc.	<p>GENERAL NORMS</p> <ol style="list-style-type: none"> 1. Students should remain within the campus during college hours on all working days. 2. Students bunking classes and loitering around within or outside the campus will be penalized. 3. Use of mobile phone or any other electronic gadgets is strictly prohibited during class and library. Defaulters will attract penalty of confiscation of the gadgets, which will be kept by the Principal for two months. 4. Smoking and use of intoxicants are strictly forbidden in the college and in college buses. 5. Ragging in any form to any student will lead to immediate expulsion. 6. Harassment of any female student will lead to immediate expulsion. 7. Malpractices during exams, internal or external will attract penalty of expulsion from the college. 8. Every student must handle college property with care. 9. Every student must maintain cleanliness of the College campus. 10. No collection of money or fund raising activities is allowed within the College campus without permission from the Principal. 11. It is compulsory for all the students to wear uniform every Monday, Wednesday and Friday. On other days, students are to wear decent attire. 12. Every student must, at all times maintain decorum within or outside the campus. 13. Uniform: Blue blazer with white T-shirt. 	

6.2.3 Implementation of e-governance in areas of operation

1.Planning and Development

2.Administration

- 3. Finance and Accounts
- 4. Student Admission and Support
- 5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The institution has constituted 37 committees, cells and clubs for participative management and effective administration. All the academic related cells and committees have been set up with a vision to nurture and mould the potentialities of the students in all aspects of learning. The committee under the supervision of the convener undertakes an action plan and implements it after approval by the authority.

The faculty, staffs and students have a strong sense of belongingness towards the college. This is evident from the strong support and cooperation extended by everyone in all the affairs of the institution. The committees and cells have undertaken and accomplished their entrusted tasks and target plans successfully. The entire fraternity is striving hard in building the college to bring it at par with other standard institutions in the state and the country.

The Literary Club and Performing Arts Club organises literacy based competitions to enhance students' creative writing, fine arts and oratory skills. Eco and Sanitation Club, Science Club and NSS (National Service Scheme) with a commitment to maintain a green campus conducts mass social work and plantation drives to beautify the environment. Skill development club with the aim to recognise and develop the skills and talent of the students that could generate opportunities in self-employment organises exhibition-cum-sales day, cooking, tailoring and carpentry classes. Cash prizes and certificates are awarded to different categories of winners to motivate the students to perform better.

Mentoring, tutorial and career guidance and counselling cells frequently conducts mentoring and

counselling session for the needy students and organise career-oriented workshops to assist and guide the students.

The research and seminar committee organises seminars, workshops and research related activities in order to promote research activities and develop critical consciousness. The committee also maintains a data bank on the research publications, paper presentations, book publications, etc of the teachers.

The tutorial committee is designed to help and assist students who are weak in studies. With this commitment in mind, the tutorial committee was instituted by the college on 15th September, 2015. The tutorial committee has been regularly conducting tutorial/remedial classes for students who have backlog papers. The committee also tries to identify students who are weak and need guidance. Remedial classes are held a month prior to the end-semester exam and are conducted at the end of regular class hours. Attendance of the teachers and students in the tutorial classes are maintained by the committee. The students have responded positively to the tutorial program. This exercise has benefitted the students immensely as they have been able to clear their backlog papers. Based on the effectiveness and positive outcome of the tutorial program, the college intends to make it a permanent practice.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college is an institution of the Higher Education Department of the Government of Nagaland and governed by rules and regulations as laid down by the UGC. Being a government institution, the staffs are extended appreciable welfare benefits, some of which are mentioned below:

1. Three years study leave with full pay for teachers to undergo PhD program.
2. Medical treatment fees are borne by the government for the staffs and their dependents as well.
3. Pension benefits are extended.
4. Maternity leave of six months.
5. Teachers are permitted to attend career advancement programs at any time of the year.
6. Housing and associated facilities as well as HRA are provided.
7. Provision of T.A/D.A as and when permissible.
8. Employees are extended various kinds of leave such as casual leave, medical leave, earned leave, etc.

The faculty and staff of the college have also constituted welfare schemes to address events such as hospitalisation, marriages, deaths, retirements, etc.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 2.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	0	0

File Description**Document**

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 1.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	0	0	0

File Description**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years****Response:** 28.11

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	7	16	6	16

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Department of Higher Education, Government of Nagaland has evolved a mechanism to assess college teachers and non-teaching staff through Annual Performance Assessment Report (APAR). Under this, the faculty is assessed by the Principal, the Principal by the Deputy Commissioner of the district, and the non-teaching staff by the senior head assistant. Eventually, all these are transmitted to the Directorate of the Higher Education Department. Under APAR, teachers are not only assessed in their teaching methodology but also their overall performance in other areas such as extension services, paper publications, research, seminars, conferences or workshops. In short, APAR monitors teachers' performances, while he or she serves in a particular institution. For purpose of placement and promotion of the teachers, the Academic Performance Indicators (API) is in place. The IQAC of the college looks into this matter meticulously before submission to the Directorate.

Teachers are also assessed by students on various parameters such as their teaching skills, knowledge of the subject, motivation, interaction outside the class, completion of syllabus regularity in the class and their communication skills. Such questionnaires are framed and given to students for their feedbacks. After which, detailed report is submitted to the IQAC.

The head of the institution monitors the performance of the non-teaching staff as well. The Principal convenes meetings with ministerial and other staffs of the college at regular intervals, and their performances are assessed. Through a mechanism of effective supervision and consultation, the quality of the institution is ensured and maintained.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

1. Annual audit of the overall income and expenditure of the institution is done by auditors from the office of the Accountant General.
2. Internal Audit is performed by the Internal Audit Committee.

Sl. no	College Development Fund (Year)	Amount Received	Amount Utilized	Remarks
1.	2017-18	Rs. 169,600/-	Rs. 134, 614/-	File Record
2.	2016-17	Rs. 336,000/-	Rs. 272,711/-	do
3.	2015-16	Rs. 227,600/-	Rs. 126,585	do
4.	2014-15	Rs. 119,800/-	Rs. 96,000/-	do

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 9.2

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.35	0.65	0.10	0	7.10

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Being a government institution, the principal source of funding for maintenance and expansion of the college is the Government of Nagaland. It looks after salary and other allowances for teachers and non-teaching staffs. It also grants funds for other infrastructural development of the college. The college administration plans out the requirements and costs for maintenance and development which is transmitted to the Higher Education Department for needful action.

Another source of major funding to the college is through the RUSA scheme of the MHRD. The college prepares project reports and action plans which are submitted to the state RUSA Project Director.

The college also highlight the needs and requirements of the college in the District Planning and

Development Board meetings. Through this, the college has been allotted substantial financial grants to meet some of its requirements.

The college also maintains good relations and strong networking with the administration, politicians and other departments who have so far proved to be of great help.

6.5 Internal Quality Assurance System

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

Response:

The IQAC has given due cognizance to improve and enhance the knowledge capabilities of the students as well as the teachers. IQAC initiatives have resulted in the institutionalization of quality assurance practices at two levels: a) Teacher-centric b) Student-centric.

For teachers: In order to upgrade and enhance the knowledge and teaching skills of the teachers, the college organises workshops/seminars as well as departmental seminars on relevant issues on a regular basis. Teachers are also encouraged to take up research and other academic activities for presentations and publications in journals and books, attend orientation and refresher courses, short term courses, etc. Teachers are also encouraged to extend service towards the society as resource persons, consultants, trainers, judges, etc. Use of ICT facilities is emphasized by the institution as an important component of teaching and learning, so such facilities have also been installed in almost all the classrooms and teachers are encouraged to make optimal use of these tools to augment their teaching.

For students: The IQAC has instituted several measures to monitor the students' overall performance, particularly with regard to academic progress and attendance records. Their academic performance and attendance are continuously monitored and displayed every month. Each student has a mentor who also monitors the academic performance and attendance of the mentee and ensures that the student is not lagging behind in studies or regularity in the class. Students' attendances are subjected to strict rules and regulations. Students failing to attain 75% in their attendance are not allowed to sit for the end-semester exam. Similarly, malpractices during exams are strictly dealt with.

The institution also has an effective mechanism of ensuring quality education through a system of feedbacks. The Parent-Teacher Association has their annual meetings in which the performances and progress of the students are discussed and remedial measures suggested. The IQAC also conducts teachers' assessment by the students every semester and the reports are submitted to the Principal and Vice-Principal for corrective measures.

The IQAC through various committees also organises activities like slogan writing and competitions in essay writing, quiz, sketching, 'spelling bee' and extempore.

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

Response:

The IQAC, headed by the Principal, undertakes the primary task of ensuring that the teaching learning process and outcomes are in tandem with the goals and requirements of the institution. The IQAC along with the HoDs of the departments have sittings at periodic intervals to review the performance and activities of the respective departments. The institution follows the curriculum framed by the Nagaland University and as such class tests, assignments, and paper presentations form the basis of internal assessment of the students. Remedial/tutorial classes are arranged for weaker students. After the final declaration of result, review discussions are conducted to assess the performance of each department and necessary actions are incorporated.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 1.4**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above**B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above**

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

SI	Year	Purpose	Remark
1	2014	Uploaded (Letter of Intent) LOI, got feedback wanting improvement in certain areas.	Received improvement
2	2015	Review and setting up of various committees.	
3	2016	Review and Up-gradation of cells and committees, conducting various seminars and workshops for quality development. Initiation of Students Welfare Fund and providing Special Merit Scholarships.	
4	2017	Review of committee's progress, review of department evaluative report & infrastructural development.	
5	2018	Conduct of Workshop, infrastructure development, ICT development and facility enhancement. Review of PTA and Alumni Association.	

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 3

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	0	0	0

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Safety and security

Phek Government College is a co-ed institution. It puts high emphasis on gender equity as a core value and promotes a culture of safety and gender sensitisation. Safety and security of each and every student, teaching and non-teaching staff is ensured through a mechanism of checks. Safe practices such as installation of CCTVs at strategic locations acts as deterrents for misbehaviour. Violence, misconduct and misdemeanour within the college premises are strictly prohibited and violators are aptly penalized. The college has also constituted a committee to look into matters of sexual harassment. In order to sensitise the students on the need to respect the opposite sex, seminars and workshops are conducted.

Counselling

The institution conducts personal as well as academic counselling through the mentoring program. All teachers of the college have been appointed as mentors and each is responsible for five to six assigned students. This facilitates open flow of communication between the mentor and the mentee and their overall

needs are addressed.

Common Room

The college has separate common rooms for boys and girls. This ensures that the students of both sexes have their own private spaces for relaxation and recreation. Books, magazines, journals etc, are available in the common rooms for the students to read in their leisure time.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 10

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 1

7.1.3.2 Total annual power requirement (in KWH)

Response: 10

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 80

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 40

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 50

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management

- **E-waste management**

Response:**Waste Management**

The college is committed toward creating and maintaining a clean and green environment, and adopts a comprehensive approach towards preserving the ecosystem and promoting an eco-friendly campus. Proper steps are taken for the efficient management and disposal of waste.

Solid waste management

The college has the added advantage of being located in a plastic-free town and therefore, the solid wastes are mostly biodegradable. These wastes are collected in compost pits and the decomposed products are utilized to manure the flower gardens in the campus. These activities also form part of environmental science studies in the college.

Liquid waste management

Liquid wastes in the college are disposed off through proper drainage and sanitation system. The college has sufficient and separate toilets for the faculty, staffs and students. Toilets are fitted with drainage pipes and septic tanks. Chemical wastes are also disposed off through specially-made drainages.

E-waste management

The institution produces very little or no e-waste since it keeps a proper maintenance of all its equipments.

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

For its water supply needs, the college makes use of a spring located five kilometres away on a hillside. Since the discharge of water from the spring is small, water supply is insufficient for the college. To overcome this problem and by taking advantage of the fact that the college is situated in a region which receives rainfall almost throughout the year with an average annual rainfall of 1500.5 mm, the college has installed water harvesting facilities. These have been installed in all the main buildings and upcoming hostels through collaborative funding by the college and the Governor of Nagaland. Rainwater is collected and stored in large reservoir tanks of every building which are then pumped up to distribution tanks on the roof.

With the setting up of rainwater harvesting facilities, the college now gets sufficient water for its various needs such as drinking, washing, cleaning, etc. The rainwater harvested takes care of the needs of the college for seven months.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Nestling high above Phek town on a forested hillside, the campus offers a spectacular view of the Tizu river valley, the Naga-Ophiolite Belt and the towering Patkai mountain range. The college strives its best to maintain and blend with the pristine and unsullied ecosystem through various practices. The NSS and the Eco and Sanitation Club of the college regularly organizes mass social work involving all the students, teaching and non-teaching staffs to clean and beautify the campus. Plantation of trees and flowers in and around the campus, construction of flower gardens etc, are regular activities of the college. Students and staffs are encouraged to donate flowers, saplings, and rare species of flora during commemoration of World Environment Day, Earth Day and other such events. The students and staffs are advised to use the college bus rather than their own private cars. The floriculture unit of the college has two polyhouses where seasonal flowers are grown.

The college is trying its best to minimise the use of papers through digitalization of office files. Efforts towards e-governance have been implemented in the college through:

- Banking (grants, salary transactions and correspondence to the directorate and other concerned departments).
- RUSA (online transactions of funds, communication and correspondence).
- Nagaland University (Examination fees, e-mail correspondence, online submission of internal and external marks).
- Online applications and receipt of scholarships of the students.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 9.18

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.02	0	6.61	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 4

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 10

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	1	1	1

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Yes

The institution in keeping with the spirit of national unity and integration, observes all the birth and death anniversaries of great Indian personalities. The institution observes hoisting of the National Flag during Independence Day and Republic Day, and singing of the National Anthem. The teachers and students of the institution also render their services every year to the district administration for preparation of the official function during Independence Day and Republic Day- in the decoration of the rostrum and also act as comperes for the formal celebrations. Teachers' Day which is commemorated in honour of S.Radhakrishnan, is also celebrated in the college. 'Freedom Run' and singing of the National Anthem were organised to commemorate the 70th Independence Day in the college. The institution observes all national holidays.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution operates on the principles of transparency and accountability in its financial, academic, administrative and auxiliary functions.

The institution maintains transparency in its financial functions. Audit is carried out by the Accountant General's office every year. The internal audit committee of the college is also in place.

All matters related to academics, attendance, internal assessments results etc, are informed to the students in the classrooms or displayed in the notice boards. The evaluated test papers and examination scripts are returned to the students and re-evaluation is also done on demand.

The college's IQAC has constituted various clubs, committees and cells which are assigned with different responsibilities and duties. Each cell and committee has a convener and at least two or three faculty and students as members. All the cells, committees and clubs have to submit reports of their activities, action plan and achievements to the IQAC-NAAC.

The Principal convenes faculty meetings at regular intervals to discuss and deliberate on several issues pertaining to the performance and development of the college. In addition, the Principal also hold meetings with the HoDs to discuss the various ways and means by which the curriculum can be enriched, and the teachings skills be improved. The ministerial staff of the college also maintains a database which is accessible by all.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Promotion of Skill Development

Objectives of the Practice

- A core objective of the practice is to develop the skills of the students.
- Promotion of skill development aims to empower the students to be self-reliant and to be productive members of the community.
- This practice also strives to preserve the rich cultural crafts, customs and practices which are naturally embedded in the traditional knowledge. At the same time, the practice also focuses on development of skills which will enable them to adapt to contemporary times.
- The practice will also enhance the institution's scope for skill based knowledge system beyond the effective delivery of academic curriculum.

2) Teacher-student Synergy for a Green Campus

Objectives of the Practice:

- One of the main objectives of this practice is to realise the institution's core value of preserving the environment and to promote a green campus.
- The college is located on a forested hillside overlooking the verdant Tizu river valley and the Patkai mountain range, and so, the college makes a special effort to preserve and maintain the pristine environment.
- A core objective of this practice has also been to promote a mutual sense of responsibility and belongingness among the teachers and students, and to make them co-partners in the preservation of the environment.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Phek is a district in Nagaland which is predominantly inhabited by the Chakhesang and Pochury tribes both of which also falls under the 'Backward Tribe' Category. Phek Government College is located in Phek town which is also the District Headquarters. It has the unique distinction of being the only college in a town with a population of nearly 18,000. As such, the college has a dual role to play. On the one hand, it caters to the burgeoning educational needs of a rising young educated population of Phek town, and adjoining towns and villages while on the other, it tries to cater to the other needs of the local community through extension services. Community extension services by the institution have taken many forms wherein the teachers as well as the students, either collectively or in their individual capacities, have rendered their services from time to time.

During the course of many years, the institution has significantly contributed towards the people of Phek town and beyond in various ways such as:

1. Assisting the district administration in the decoration of rostrum on red letter days such as Republic Day and Independence Day. Teachers are also annually asked to comper the official ceremonies on such days.
2. The faculty members of the college also extend their services as co-ordinator, assistant co-ordinator and academic counsellors to the IGNOU Study Centre in Phek town.
3. Health awareness camps are also organised in the college which not only benefits the students but also the community at large through dissemination of health information and awareness by the students to their families, neighbourhood etc.
4. Organizing social works in and around the town such as cleanliness drives, plantation of trees etc.
5. Faculty members have delivered talks and lectures in students' conferences in the town and villages on various issues ranging from environmental protection, climate change to issues pertaining to employment, career prospects and topics of social relevance.
6. The institution also contributes to the smooth conduct of democratic processes of the nation and the state by extending services of its teachers and staff as master trainers, presiding officers and polling personnel in the Parliamentary and Assembly elections.
7. Faculty members are also board members and consultants in important academic boards and institutions.
8. Students of the institution have also rendered their services to the Nagaland State Legal Services as Para Legal Volunteers.
9. Solidarity has also been extended to social causes for the promotion of peace and justice in the community.
10. The institution also actively participate and collaborate with the district administration and other concerned departments for any constructive and socially relevant programs and activities.
11. During exigencies, the institution has responded to the needs of the local community. For instance, teachers from the college have taught in the local Government Higher Secondary School when it faced an acute crunch of teachers in the school.

File Description	Document
Any additional information	View Document

NAAC

5. CONCLUSION

Additional Information :

The college, inspite of various challenges and lacunae, is striving its best to promote inclusive and quality education. It is working on many areas in order to be at par with other institutions of higher learning. The college is capitalizing on its strengths such as robust social capital in the form of its active students, qualified faculty, a strong sense of camaraderie that exists among the college fraternity and strong community networks. The institution endeavours to remain dynamic and retrospective in the realization of its mission and vision.

Concluding Remarks :

Overlooking the high Patkai Mountain Range dividing India and Myanmar, The Phek Government College is located in one of the most remote regions of the state where road communication is bad and basic amenities are far from desirable. The college has been catering to students from the most rural and undeveloped villages, many of whom, do not have the means to study elsewhere. The college as a unit of the Higher Education Department of the Government of Nagaland is doing its best to provide sound education to its students to bring them at par with their counterparts in the more developed parts of the state and even the country. The college believes that it is playing an effective and substantial role in transforming the students to be effective agents of change in this most backward region of the country.