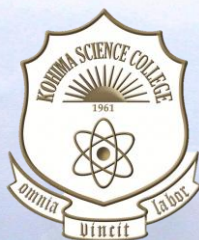


**KOHIMA SCIENCE COLLEGE
JOTSOMA, KOHIMA
NAGALAND-797002**

(An Autonomous Government PG College)



**ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
(2014-2015)**

**Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BENGALURU-560072**

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A (College Profile)

AQAR for the year (for example 2013-14)

2014-15

I. Details of the Institution

1.1 Name of the Institution

Kohima Science College (Autonomous)

1.2 Address Line 1

Jotsoma

Address Line 2

Phezhu

City/Town

Kohima

State

Nagaland

Pin Code

797002

Institution e-mail address

principal_ksc07@rediffmail.com

Contact Nos.

9436014540

Name of the Head of the Institution:

Dr. I. Anungla Aier

Tel. No. with STD Code:

0370-2227026

Mobile:

9436014540

Name of the IQAC Co-ordinator:

Dr. Sanjay Sharma

Mobile:

9436010366

IQAC e-mail address:

sanjay_sharma11@hotmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

XXXXXXXXXX

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/57/A & A/19, Dated 30-11-2011

1.5 Website address:

www.kscj.ac.in

Web-link of the AQAR:

<http://www.ksc.ac.in/php/iqac>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.05	2011	2016
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

01/05/2008

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR- 2011-12: 15-12-2012 (DD/MM/YYYY)
- ii. AQAR- 2012-13 : 15-12-2013 (DD/MM/YYYY)
- iii. AQAR_2013-14 : 18 -07-2015 (DD/MM/YYYY)
- iv. AQAR_2014-15 (Present) 26 -10-2016 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	Academic Autonomy by the State Govt.		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other (<i>Specify</i>)	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	7 + (11 HODs)
2.2 No. of Administrative/Technical staff	None
2.3 No. of students	None
2.4 No. of Management representatives	None
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	None
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	None
2.9 Total No. of members	9+ (11 HODs)
2.10 No. of IQAC meetings held	03
2.11 No. of meetings with various stakeholders:	No. <input type="checkbox"/> 03 Faculty <input type="checkbox"/> 02

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Administrative & Academic functioning of a Autonomous College: A report on the visit to St. Xavier's College (Autonomous), Kolkata.

2.14 Significant Activities and contributions made by IQAC

- The process is completed to start (a) PG program in six subjects namely (i) Anthropology (ii) Botany (iii) Geology (iv) Mathematics (v) Physics (vi) Zoology (b) BA (English Honours) program and (c) undergraduate program under the Choice Based Credit System (CBCS) as per the new UGC draft syllabus, from the academic session 2016-17.
- An exercise was conducted to get Student's feedback on curriculum and teachers performance .
- Coordinated with various committees of the college for smooth functioning of the college.
- Planned and mobilized resources for a visit to a reputed Autonomous College in the country to get the insight of its functioning. A five member team from the college visited St. Xavier's College (Autonomous), Kolkata during 17th to 18th August, 2015.
- Published Student's Hand Book for the academic session 2014-15.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. A plan was initiated to start (a) PG program in six subjects namely (i) Anthropology (ii) Botany (iii) Geology (iv) Mathematics (v) Physics and (vi) Zoology (b) BA in English Honours and (c) undergraduate program under the CBCS from the academic session 2016-17.	<ul style="list-style-type: none"> The process of administrative approval for these three proposals, from the Higher Education Department, Nagaland is completed. All the proposals and syllabus were submitted to the Academic Council of the college by the respective board of studies for the approval. The proposals were approved. The approved proposal and syllabus were submitted to the Governing Body for the ratification. The governing body has ratified the proposals.
2. A plan of study tour was conceptualized to send a team from the college to a reputed Autonomous college in the country to get the insight of the administrative and academic functioning of an Autonomous college.	<ul style="list-style-type: none"> A five member team from the college visited St. Xavier's College (Autonomous), Kolkata during 17th to 18th August, 2015. After the return, the team presented a detail report of their visit in the staff council meeting.
3. Academic calendar was prepared.	<ul style="list-style-type: none"> Academic session was smoothly conducted as per the academic calendar. .
4. The plan was chalked out to start Add-On course on Floriculture (Botany), Apiculture (Zoology) and Electronics Repairing (Physics) (Course of two credit each)	<ul style="list-style-type: none"> The students were admitted to each program in the respective department and certificate were awarded on the completion of courses.
5. Infrastructure development of the college was planned with the help of the constituted "Construction Committee".	<ul style="list-style-type: none"> Construction work of Indoor stadium and water reservoir (25000 ltr) are completed and the work for Library building is in progress.

* Attach the Academic Calendar of the year as Annexure. (Please Refer Annexure -1)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<ul style="list-style-type: none"> It was placed in the "Staff Council". On the basis of AQAR, the strength and weaknesses of the college were discussed. Suggestions and feedbacks are taken for mid course correction and improvement on the identified weak points.

Part -B

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	X	X	X	X
PG	X	06*	X	X
UG	01	01**	X	X
PG Diploma	X	X	X	X
Advanced Diploma	X	X	X	X
Diploma	X	X	X	X
Certificate	X	X	X	X
Others	X	03 (add on Course)	X	X
Total	01	10	X	X
Interdisciplinary	X	X	X	X
Innovative	X	X	X	X

*/** Classes will start from the academic session 2016-17

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03 * *Undergraduate (Science): Existing *Undergraduate (Arts): to be started from the academic session 2016-17 *Post Graduate (Science: Six departments) : to be started from the academic session 2016-17
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni Parents Employers Students Y

(On all aspects)

Mode of feedback : Online Manual Y Co-operating schools (for PEI) X

*Please provide an analysis of the feedback in the Annexure (Please refer Annexure 2, 3 and 4)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabus of the undergraduate program is completely revised in accordance with the Choice Based Credit Systems (CBCS) as recommended by the UGC. As per the new CBCS syllabus the honours program is of 140 credit (whereas the existing syllabus is of 120 credits). The CBCS consists of five components namely (i) Core Papers (ii) Discipline Specific Elective (iii) Generic Elective (iv) Skill Enhancement Elective and (v) Skill enhancement compulsory. The undergraduate program as per the new CBCS will start from the academic session 2016-17.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- Six PG Departments are introduced. These departments are (i) Anthropology (ii) Botany (iii) Geology (iv) Mathematics (v) Physics (vi) Zoology. The classes will start from the academic session 2016-17.
- English department is upgraded to a Honours program. The honours classes will start from the academic session 2016-17.

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
93	66	27	0	0

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	1	0	0	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest: 0

Visiting: 0

Temporary: 4

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	12	0
Presented papers	0	1	0
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Guided self-learning by the students in some portions of the syllabus; Assignments and projects which are carefully graded; Open book examination in some internal assessment tests; Grading of classroom attendance for internal assessment.

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

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double Valuation,
Use of Score Sheets

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

93

93

93

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.	127	22.83	60.63	8.66	0	69.29

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC contribute in teaching & learning process by carefully studying the internal assessment and attendance records, conducting the student assessments of the teachers and the assessment of the overall system in the college. Under the IQAC action plan “Mentoring Cell” is in place to coordinate between the teachers and students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	7
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0

Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	3
Others	26

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	44	1	0	0
Technical Staff	32	0	0	0

3. Research, Consultancy and Extension

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

Under the action plan of IQAC, a research and consultancy cell is in place to address the research related issues. To promote research climate in college, the cell has organised a workshop to brief the faculty members about different schemes regarding funding for research projects and research methodology. The faculty members were also sensitise about plagiarism related issues in research publications.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	X	01
Outlay in Rs. Lakhs	12.17	9.0	X	227.34

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	4	X	X
Outlay in Rs. Lakhs	1.10	Rs 13.69	X	X

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	07	X
Non-Peer Review Journals	X	X	10 (College Research Journal)
e-Journals	X	X	X
Conference proceedings	1	5	X

3.5 Details on Impact factor of publications:

Range	1.33-1.55	Average	1.44	h-index	NA	Nos. in SCOPUS	NA
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-15	ISRO	19.17	19.17
Minor Projects	2014-15	UGC	14.79	14.79
Interdisciplinary Projects	X	X	X	X
Industry sponsored	X	X	X	X
Projects sponsored by the University/ College	X	X	X	X
Students research projects <i>(other than compulsory by the University)</i>	X	X	X	X
Any other(Specify)	X	X	X	X
Total	X	X	33.96	33.96

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Schem

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences /seminar organized by the Institution

Level	International	National	State	University	College
Number	X	01	X	X	4
Sponsoring agencies	X	IGRMS, Bhopal	X	X	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year: 01

3.15 Total budget for research for current year in lakhs :

From Funding agency	10.49	From Management of University/College	Nil
Total	10.49		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	X
	Granted	X
International	Applied	X
	Granted	X
Commercialised	Applied	X
	Granted	X

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	01	X	X	X	X	X

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3

5

3.19 No. of Ph.D. awarded by faculty from the Institution

X

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF X SRF Project Fellows 02 Any other X

3.21 No. of students Participated in NSS events:

University level X State level 300
National level 50 International level X

3.22 No. of students participated in NCC events:

University level X State level 03
National level 03 International level X

3.23 No. of Awards won in NSS:

University level X State level X
National level X International level X

3.24 No. of Awards won in NCC:

University level X State level 01

National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility : Participated in Blood donation camps and cleanliness drive.

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	133.75 acre	X	X	133.75
Class rooms	32	6	College Development Fund	38
Laboratories	29	4	College Development Fund.	33
Seminar Halls	01	X	X	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	X	09	NEC/UGC/ State Govt.	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	20.6	NEC/UGC/ State Govt	NA
Others	NA	NA	NA	NA

4.2 Computerization of administration and library

Office:

- All office work is carried out through computers and peripheral devices.
- Data management on the concept of the “ Management Information System” is in preliminary stage.
- Office has access to college LAN for internet.
- The computer and peripheral infrastructure of the “Exam Branch” (under autonomous status) is upgraded to meet the new challenges.

Library:

- The college library is a registered user of UGC-NLIST (National Library and Information Services Infrastructure for scholarly content) program, a project funded by the Ministry of Human Resource Development under its National Mission on Education through ICT. This facility provides access to around 8000 e-books and bibliographic data base along with the 3800 journals to students, researchers and faculty members of the college. It also allows authorized users to download articles directly from the publishers website.
- The work on bar coding of the books is in final stage.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21191	NA	728	2.62 Lakhs	21919	NA
Reference Books	2509	NA	18	X	2527	NA
e-Books	80409	NA	X	X	80409	NA
Journals	24	0.48 Lakh	02	NA	24	0.48 Lakhs
e-Journals	3828	NA	X	X	3828	NA
Digital Database	X	X	X	X	X	X
CD & Video	X	X	X	X	X	X
Others (specify) (Magazines, news letter, news paper)	16	Rs. 18000	X	X	16	Rs. 18000

4.4 Technology up gradation (overall)

	Total Computer s	Compu ter Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	112	40	Department computers are connected with internet	09 (attached with the college library)	X	05 (Admini strative Block)	46	04 (Exam Branch)
Added	24	X	X	X	X	X	24	05
Total	136	40	X	10	X	07	70	09

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

A three member “Technical and IT” committee supported by technical staff is constituted under IQAC action plan. The committee helps the faculty member and the respective incharge of the various computer related facilities for the maintenance and upgradation of the system. The college computers are networked through LAN.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 1.75
ii) Campus Infrastructure and facilities	Rs. 6.5
iii) Equipments	Rs. 0.5
iv) Others (Electricity, Water)	Rs. 5.5
Total :	Rs. 13.25

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Mentoring Cells are formed which meets every once in a month. During such meetings the Mentees are encouraged to open up issues relating to their academic progress and/or problems, personal problems and pursuance of professional career. Career Guidance and Students Counselling Cell provides guidance and counselling to the students regarding higher studies. Teacher’s assessment by the students are made so as to improve professionally and Student-Teacher inter phase.
- A student handbook is published and distributed to the students of the college.
- Staff advisers are nominated for the Science Club, Natures Club, Photography Club and Red Ribbon Club. Staff advisor helps the students to carry out various activities under these club.

5.2 Efforts made by the institution for tracking the progression

The Mentor keeps a record of the progress of their mentees throughout their tenure in the College. Remedial steps are taken whenever necessary.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
811	Nil	01	NA

(b) No. of students outside the state

16

(c) No. of international students

Nil

(d)

No	%
408	50.30

Men

No	%
403	49.70

Women

(e)

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
22	Nil	825	Nil	Nil	847	16	13	778	04	X	811

Demand ratio NA

Dropout % NA

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Not Available (NA)

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET

NA

SET/SLET

NA

GATE

NA

CAT

NA

IAS/IPS etc

NA

State PSC

NA

UPSC

NA

Others

NA

5.6 Details of student counselling and career guidance

- Through the Career Guidance cell a number of interactive sessions were organized for the students, where not only motivational talks but also interactive sessions of the students with successful Alumni of the College and experts from various fields/professions were held.
- The Students Counselling Cell organized various sessions where the students benefited in coping with the pressures they face as students and as members of the society. Experts were brought in from various fields such as Doctors, Psychiatrists, and Counsellors who worked in close association with the members in helping the students. Members of the Cell also invited students who needed personal counselling.

No. of students benefitted

150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Workshops organised for students and teachers on Gender Sensitization by bringing resource persons from the Legal and Law enforcing agencies.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	NA
Financial support from government	586	NA
Financial support from other sources	8	40,000
Number of students who received International/ National recognitions	01	NA

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution (In the changing scenario the vision and mission of the college is redefined.)

Vision:

To develop the college into a research driven education hub of national and international repute with the confluence of best minds to meet the demand and aspiration of the people of the state

Mission:

Kohima Science College Jotsoma started with the mission to encourage and impart science education in the year 1961. Even today, it is still a premier college in the state of Nagaland where science education occupies central focus of the institution. With the changing times, the college has redefined its mission to respond to the emerging needs of the contemporary society by expanding its focal areas without losing its focus on science education as the central mission of the college. We are continuously striving to fulfil our mission in the following identified areas:

- To utilize the academic autonomy to develop and maintain high academic standards in accordance with the national frame work and changing academic and social benchmark.
- To be an enabling agency for the students to develop their potentials to the fullest and become productive and responsible citizens of the contemporary society and the country.
- To promote and strengthen skill based courses in the curriculum.
- To promote the student-centric technology enabled teaching and learning along with core conventional methodology.
- To promote original and quality research with an emphasize on inter-disciplinary approach.
- To encourage and support the faculty members to enhance their academic proficiency in accordance with the contemporary benchmark.
- To encourage a sense of team work and community service amongst the students and faculty members.
- To foster and institutionalized innovative and best practices in the work place by using transparent and decentralized working environment.

6.2 Does the Institution has a management Information System

Yes. It is in a preliminary stage.

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

6.3.1 Curriculum Development

For this purpose, students feed back on the quality of the existing syllabus was taken through the questionnaires (Please refer annexure 2). A curriculum review committee was formed to study the syllabus and frame work of UGC draft CBCS curriculum. It was recommended to change over from existing syllabus to CBCSs. With the permitted change in the range of 10-20%, the curriculum is ready to be implemented from the academic session 2016-17 onwards. The honours course consists of 140 credit with five components namely (i) Core Papers (ii) Discipline Specific Elective (iii) Generic Elective (iv) Skill Enhancement Elective and (v) Skill enhancement compulsory.

- Academic departments and teachers are advised to upload the class lecture notes in the college website.
- Academic departments and teachers are advised to further strengthen the use of ICT facility for teaching.
- Home assignment has a weightage in the internal assessment of the students. Overall, internal assessment has a weightage of 30% in the end term semester exam.
- From 3rd semester onward, for the honours course students, seminar is a part of the internal assessment of the students.

6.3.3 Examination and Evaluation

- A five member team, including the controller of exam was sent to St. Xavier's College, (Autonomous) Kolkata to study examination system of a an autonomous college.
- Under autonomous status, separate exam branch is established headed by the "Controller of Examination".
- The College follows the semester systems. The students are assessed internally and externally as well. The internal assessment is continuous process with 30% weightage in the end term exam.

6.3.4 Research and Development

- Strengthen of the college research journal " RUSIE : A JOURNAL OF CONTEMPORARY SCIENTIFIC, ACADEMIC AND SOCIAL ISSUES" with ISSN No (2348-0637) . The second issue was brought with around 12 research articles.
- Teachers are advised to go for the study leave to pursue Ph.D program. During the year , 3 teachers have availed this facility.
- Departments are advised to organize the conference, seminar and workshop in the college.
- Teachers are encouraged to participate in the conferences and seminar outside the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The “Library”, “Technical and IT” and “ Building Construction “ committees are in place to address the relevant issues of maintenance, up gradation and renovation.

6.3.6 Human Resource Management

- The Human Resource Management in the college is in the form of a collective responsibility of all the stakeholders. Under the new system of autonomous status (w.e.f 2014 -15 to 2019-20) , the following statutory bodies are established : (i). College Governing body (ii) Academic Council (iii) Board of studies and (iv) Finance Committee
- A twenty members IQAC, headed by the Principal of the college, is in place for overall planning and development of the college.
- The follow up action of IQAC planning and recommendation in relation to governance , management and development of the college is carried out by the following committees : (i) College Development committee (ii) Examination committee (iii) Research and Consultancy committee (iv) Admission Committee (v) Library committee (vi) Building Construction committee (vi) RUSA coordination and monitoring committee (vii) Technical and IT committee (viii) Event management Committee.
- The follow up action for student related activities are addressed by the following committees : (i) Student monitoring /mentoring committee (ii) Career guidance and Student Counselling committee (iii) Student’s Grievance Redressal committee (iv) Remedial Coaching committee (v) Literary committee (vi) Disciplinary and anti Ragging committee.
- The Kohima Science College Teachers Association (KSCTA) is actively engaged to address the teacher’s cause and welfare.
- The Kohima Science college Students Union is an interface body with the college administration for the welfare of the students.
- The General Academic Council, is headed by the principal, consists of all the faculty members and Librarian . It is a platform to discuss college related issues .

6.3.7 Faculty and Staff Recruitment

- Faculty recruitment is through the Nagaland Public Service Commission (NPSC). The recruitment of faculty member is as per the UGC regulation, 2010 (on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of the standard in higher education).
- The staff recruitment is as per the service rule of the Govt. of Nagaland.

6.3.8 Industry Interaction / Collaboration

It is not implemented and yet to be carried out.

6.3.9 Admission of Students

Admission of students is through entrance examination. The whole admission process is conducted by six member Admission Committee headed by the Principal of the college.

6.4 Welfare schemes for

Teaching	Limited accommodation for type IV and V are available for the faculty members of the college. Type VI quarter is for the Principal and vice Principal of the college. The college takes responsibility to facilitate bank loans for the faculty members. The facility of medical reimbursement as per the govt. rule is applicable to the faculty members.
Non teaching	Limited accommodation for type III are available for the office staff of the college. The college take responsibility to facilitate bank loans for the non teaching staff. The facility of medical reimbursement as per the govt. rule is applicable to the staff.
Students	An scholarship program is initiated by the Kohima Science College Teachers Association for the economically challenged meritorious students. Under this program, selected students are provided admission, tuition and hostel expenses. In the present year four deserving students were selected under this program. Medical check up facility is available for the students through the Government primary health centre. There is a plan to establish a corpus fund to support the economically challenged meritorious students.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	IQAC
Administrative	No	No	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes NA No NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Full time exam branch is established with the supporting staff, headed by the “Controller of Examination”.
- A five member team, including the Controller of Examination visited St. Xavier’s College (Autonomous), Kolkata to study the examination and evaluation system of a autonomous college.
- Semester system is implemented with continuous assessment of the students with 30% weightage to the end term exam.
- Provision for the students to clear their back log papers in the next end term examination (within six months).

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni association is taking initiative to construct a 100 bedded girls hostel under the project Alpha 1. The work is at advance stage. It will help to improve the accommodation for the girls students.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Association conducts the meeting frequently. The meetings were attended by all the office bearer and good number of parents. The important recommendation of these interaction is the establishment of the Corpus fund for the scholarship to the poor students of the college.

6.13 Development programmes for support staff

- Two office Staff were sent for the training on Public Finance Management System (PFMS). The training was conducted at the Directorate of Higher Education, Nagaland.
- A training on the basic operations of the computer and its application was conducted to the support staff of the college. The training was provided by the Computer Science department of the college.

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

- College beautification activity is in place under the supervision of a senior faculty member of the Department of Botany. The Development of Landscape and Gardens is on priority .
- A drive on the plantation of tree sapling is carried out on “World Environment Day”.
- NSS volunteers in collaboration with the “College Students Union” and nature’s club are regularly engaged in social service for cleaning of the college campus.
- Under the compulsory subject of Environmental Science, students are encouraged to make the useful product with the help of waste material in their project activity. These products are available for sale.

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

A concept of research Incubation centre under RUSA (Research, Innovation and Quality Improvement) project is introduced where the teachers of the college and from other colleges of the state have access to the data depository of the project.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Administrative clearance from the department of Higher Education Govt. of Nagaland and academic clearance from the Statuary bodies under the Autonomous status (Academic Council and Governing body) is taken to start the PG programs in six subject and BA English (Honours) from the academic session 2016-17.
- The syllabus under CBCSs for undergraduate program and PG program is finalized and approval is taken from the Academic council and subsequently ratified by the Governing Body of the college
- The construction of indoor stadium of the college is completed.
- The construction of water reservoir of 25000 ltr is completed.
- The construction of the Girl's day home building is completed.
- Significant progress has been made in the construction of extended block of Girls Hostel.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

(i) Desktop SMS: All information related to meetings, exam schedules, duties are sent through this facility. (please refer Annexure -)

(ii) Samaritan Fund is created for Meritorious Students from Economically Disadvantaged Families: This fund has been initiated by the faculty of the college to financially help meritorious students who are from economically disadvantaged families.

****Provide the details in annexure (annexure need to be numbered as (Please refer Annexure 5 and 6)***

7.4 Contribution to environmental awareness / protection

- Waste management system is in place.
- The “World Environment Day” was celebrated with tree plantation in the campus.
- NSS unit of the college takes initiative to organize various program under *Swaach Bharat Abhiyan*.
- Nature’s club of the college takes initiative for cleanliness drive in the college campus. They take care of maintenance of one dustbin from each department of the college.
- The college has started the use of LED bulb in a phase manner.
- The college has a Solar Powered 10 KVA UPS unit. The output of the UPS is utilized by various departments of the college.
- Use of firewood for cooking purposes has been reduced considerably as LPG has been introduced in the girls’ hostel. Firewood when required is procured from areas where pollarding of trees is done. That way no tree is destroyed as it can be harvested.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The IQAC conducted a SWOC (STRENGTHS, WEAKNESSES, CHALLENGES, OPPURTUNITIES) analysis through the questionnaires distributed to the group of teachers. The salient features of the analysis is provided in the annexure (Please refer Annexure 7)

8. Plans of institution for next year

- To start classes for Post Graduate Program in six department namely (i) Anthropology (ii) Botany (iii) Geology (iv) Mathematics (v) Physics and (vi) Zoology from the academic session 2016-17 .
- To start classes for BA (English Honours) program from the academic session 2016-17 onward.
- To start CBCS in the undergraduate program from the academic session 2016-17 onward.


Name Dr. Sanjay Sharma

Signature of the Coordinator, IQAC

Name Dr. Anungla Aier

Signature of the Chairperson, IQAC

Annexure 1
(College Calendar)

		KOHIMA SCIENCE COLLEGE, JOTSOMA	PROSPECTUS 2014
ACADEMIC CALENDAR 2014			
Sl. No.	Event	Date	Day
1.	Submission of even semesters internal assessment marks	25 th April	FRI
2.	Weekly Tests (Class 12)	28 th April onwards	MONDAYS
3.	Results for even semesters (qualified list)	1 st May	THU
4.	Form filling for even semesters	2 nd – 3 rd May	FRI & SAT
5.	End semester exams for even semesters	26 th May – 10 th Jun	MON - TUE
6.	Odd semesters begin	1 st Jul	TUE
7.	Freshers' Social	19 th Jul	SAT
8.	Weekly Tests (Class 11)	14 th Jul onwards	MONDAYS
9.	Election	31 st Jul – 2 nd Aug	THU - SAT
10.	Win Fest	8 th – 11 th Oct	WED - SAT
11.	Classes 11 & 12 Selection Exam	17 th Oct onwards	FRI onwards
12.	Submission of odd semesters internal assessment marks	20 th Oct	MON
13.	Results for odd semesters (qualified list)	25 th Oct	SAT
14.	Form filling for odd semesters	27 th & 28 th Oct	MON & TUE
15.	Conduct of English Listening & Speaking Test for Class 12	October	
16.	Selection result for Classes 11 & 12	8 th Nov	SAT
17.	Form Filling for Class 12	10 th & 11 th Nov	MON & TUE
18.	Parting Social	12 th Nov	WED
19.	End semester exams for odd semesters	20 th Nov – 5 th Dec	THU - FRI
20.	Conduct of English Listening & Speaking Test for Class 11	December	

*Note: 1) Classes 11 & 12 shall have regular classes on all the days except on college function days.
2) Dates for English Listening & Speaking Test for Classes 11 & 12 will be notified later.
3) Practical exams for Classes 11 & 12 start on 3rd December 2014. Routine will be notified later.
4) Field trip for 5th semester will be right after the 4th semester theory exams (Jun).
5) Field trip for 6th semester will be right after the 5th semester theory exams (Dec).
6) National Education Day – 11th November*

Annexure 2

(Students feedback on the existing curriculum)

Through a set of questionnaires, feedback on the curriculum is taken from the students. Total 7 questions along with the overall rating were asked to the students. It is to be mentioned that the feedback is on the syllabus which college inherited from the Nagaland University during the transition from affiliated college to autonomous status. The college has adopted new curriculum from the academic session 2016-17 as a CBCS as per the suggested template by the UGC. The details of the analysis of the feedback is provided below. Overall 80% of the sample have rated the syllabus as “Satisfactory”, which is a grade C. The results from the said feedback also justify the transition from old curriculum to new CBCS.

	Parameters	A Very good	B Good	C Satisfactory	D Unsatisfactory
1	Depth of the course content including project work if any	00	40%	60%	00
2	Extent of coverage of course	00	80%	20%	00
3	Applicability/relevance to real life situations	00	00	40%	60%
4	Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)	00	20%	60%	20%
5	Clarity and relevance of textual reading material.	00	20%	60%	20%
6	Relevance of additional source material (Library)	00	00	20%	80%
7	Extent of effort required by students	20%	00	80%	00
8	Overall rating		20%	80%	

Annexure 3

(Students feedback on the performance of teachers)

Salient Features : (a) Overall rating for the performance of the teachers is encouraging , where 44% of the teachers are rated in a A grad(very good) and 36% of the teachers are rated in grade B (Good). (b) The students have rated positively on the knowledge , communication skill and commitment of the teachers. (c). The performance of the teachers are rated poorly in Sl. No 5, 6 and 9, where the issue of multidisciplinary nature of teaching is involved and the delay in the feedback by the teachers on assignment and internal assessment is concerned.

Sl. No	Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1	Knowledge base of teacher (as perceived by you)	69%	22%	7%	2%
2	Communication skills (in terms of articulation and comprehensibility)	44%	22%	20%	9%
3	Sincerity / Commitment of the teacher	55%	31%	13%	00
4	Interest generated by the teacher	36%	38%	20%	7%
5	Ability to integrate course material with environment/other issues, to provide a boarder perspective	29%	33%	29%	9%
6	Ability to integrate content with other courses	13%	36%	38%	16%
7	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	36%	29%	11%	4%
8	Ability to design quizzes /Tests /assignments /examinations and projects to evaluate students understanding of the course	38%	44%	18%	00
9	Provision of sufficient time for feedback	16%	58%	13%	7%

Annexure 4

(Performance of the College)

1. The syllabus of each course was:
(a) adequate (50%) (b) inadequate (0%) (c) challenging (50%) (d) dull (0%)
2. Background for benefiting from the course was
a) more than adequate (0%) b) adequate (75%) c) inadequate (0%) d) cannot say (25 %)
3. Was the course easy or difficult to understand?
a) easy (0%) b) manageable (75%) c) difficult (25%) d) very difficult (0%)
4. How much of the syllabus was covered in the class?
a) 85 to 100% (25 %) b) 70 to 85% (75 %) c) 55 to 70% (0%) d) less than 55% (0%)
5. What is your opinion about the library material and facilities for the course?
a) more than adequate (0%) b) adequate (0%) c) inadequate (25%) d) very poor (75%)
6. To what extent were you able to get material for the prescribed readings?
a) Easily (25%) b) with some difficulty (50%) c) not available at all (0%) d) with great difficulty (25%)
7. How well did the teacher prepare for the classes?
a) thoroughly (25%) b) satisfactory (75%) c) poorly (0%) d) indifferently (0%)
8. How well was the teacher able to communicate?
a) Always effective (50%) b) sometimes effective (50%) c) Just satisfactory (0%) d) generally ineffective (0%)
9. How far the teacher encourages student participation in class?
a) mostly yes(50%) b) sometimes (50%) c) not at all (0%) d) always (0%)
10. If yes, which of the following method were used?
a) Encouraged to raise questions (75%) b) get involved in discussion in class (25%)
c) encourage discussion outside class (0%) d) did not encourage (0%)
11. How helpful was the teacher in advising?
a) Very helpful (25%) b) sometimes helpful (75%) c) not at all helpful (0%) d) did not advise (0%)
12. The teacher's approach can best be described as
a) Always courteous (25%) b) sometimes rude (0%) c) always different (0%) d) cannot say (75%)
13. Internal assessment was
a) Always fair (75%) b) sometimes unfair (25%) c) Usually unfair (0%) d) sometimes fair (0%)
14. What effect do you think the internal assessment will have on your course grade?
a) Helps to improve (75%) b) discouraging (0%)
c) no special effect (25%) d) sometimes effective (0%)
15. How often did the teacher provide feedback on your performance?
a) Regularly/in time (0%) b) with helpful comment (0%) c) often /late (50%) d) without any comments (50%)
16. Were your assignment discussed with you?
a) Yes, fully (0%) b) yes, partly (25%) c) not discussed at all (25 %) d) sometimes discussed (50%)
17. Were you provided with a course contributory lecture too at the beginning?
a) Yes (50%) b) no (50%);
If yes, was it helpful? a) Yes (50%) b) no (50%)

Annexure 5

(Best Practice 1: Desktop SMS)

b. Objectives: All information related to meetings, exam schedules, duties are sent through this facility. This will greatly facilitated the passing of information to the intended person/s in their absence and considerably check the giving of lame excuses by the teachers of not having received the notice. Therefore the work allotted tot he particular teacher will be done on time.

c. The Context: A good net connectivity is needed for the successful implementation of such a practice as this feature is implemented through 3rd party and a server which need to be renewed annually. The office requires a dedicated staff with a good command of English to operate the SMS. This office also needs to coordinate very closely with the Head of the institution and the office administration.

d. The Practice: In an educational institution any information that needed to be conveyed to the intended person has to be efficient and quick. Such passing of messages or information is of utmost importance in areas related to examination duties, timely evaluation of papers, Staff Council meetings, etc. This facility is of great help in this context.

e. Evidence of Success: We now see a marked improvement in the attendance of meetings called by the Principal, HoD, or Conveners of committees. Cases of teachers coming late for exam duties have to a great extent improved as this service gives them timely reminders. Now we don't have to appoint invigilators to attend to exam duties to offset the late coming of teachers. The faculty is more responsible and no lame excuses like forgetting their duty is given now.

f. Problems Encountered & Resources Required: The feature fails when there is no net connectivity or network failure of the mobile phone.

Annexure 6

Best Practice 2: Samaritan Fund for Meritorious Students from Economically Disadvantaged Families

The Objectives: This fund has been initiated by the faculty of the college to financially help meritorious students who are from economically disadvantaged families. We believe this will ensure that no potential is wasted or not realised fully because of financial difficulties. It is also our hope that such magnanimous actions will inculcate in them a sense of fellow feeling and philanthropy.

The Context: The College gets a sizable number of students who are from economically difficult families. For many of them the government scholarships for SC/ST students is not enough. Some students are, therefore, in spite of being hardworking and brilliant, in danger of discontinuing their studies due to poverty. It is here that the faculty of the college chip in with their contribution to help the deserving students.

The Practice: During admission to the various programmes in the college the college authority and the teachers' association study the forms and mark sheets to list who is entitled for this fund. Further discussions are held to see the authenticity of the cases and the list of the beneficiaries is finalized in consultation with the Principal supported by relevant documents like SC/ST certificate, income statement of parents/ guardians, ration card etc. Once identified a student may receive help right at the entry point in the form of admission fees and/or hostel charges. Help may be discontinued if the student is not found to be sincere in studies or attendance.

Evidence of Success: Beneficiaries of this fund have generally performed well some landing subject highest in various papers. Even the parents/guardians have visited us to express their gratefulness promising that their child/ward would do justice to the help that is rendered to them. It is our hope that these students would continue to be grateful alumni once they leave us and initiate similar acts triggering localized actions.

Problems Encountered

& Resources Required: So far we have not encountered any serious problem in the implementation of this practice though identifying a genuine beneficiary is tricky at times. We also face the risk of a student suddenly leaving the college for technical courses. Should such cases arise the financial help is terminated at once. As for resource requirement we are fine as long as the teachers give their contribution in time.

Annexure 7 SWOC Analysis

Kohima Science College (Autonomous), Jotsoma

STRENGTHS	WEAKNESSES	OPPORTUNITIES	CHALLENGES
1.Unity & Teamwork 2.Fine work culture 3.Experienced, qualified dedicated faculty 4.Examination system 5.Quality students 6.Good discipline 7.Strong alumni & PTA support 8. Diverse, students & teachers 9.Cordial rapport: student-teacher 10.No gender & racial discrimination 11. Good ambience 12. Good academic result 13. Good in-house facilities (medical, bank, postal, police, teaching aids, EDUSAT) 14. Able to negotiate red tape & bureaucratic procedures 15. Academic autonomy 16.Good governance in various committees 17. Multidisciplinary courses	1. Complacency 2. Infrastructure (library, hostels, quarters, labs, recreation, sports) 3.Week coordination 4. Conventional teaching method 5. Limited govt financial support 6. Limited subject at degree level 7. No proper boundary wall 8. No linkage with the corporate world 9. No visiting faculty/ academic exchange 10. Less research publication	1. Meritorious students 2. Location (Capital) 3. Academic autonomy 4. PG courses, Multidisciplinary courses, soft skills, research, job oriented Programs. 5. Personality development through NSS, NCC, JRC, RRC, etc 6. Infrastructure 7. National programs 8. Co-curricular activities (Dr SK Dey Literary award, etc) 9. Freedom of thought/ expression/ideas 10. Deemed university 11. Mentoring students for job and research	1.Land encroachment 2.PG programs 3. Centre of excellence 4. NAAC assessment 5. Career advancement 6. Library improvement 7. Buses 8. Research opportunities /facilities 9. Curriculum 10. Updating students' requirement and broadening their horizon