



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Zunheboto Govt College
• Name of the Head of the institution		K Nishena Nekha
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03867220219
• Mobile No:		6909619375
• Registered e-mail		zgc1980zbto@gmail.com
• Alternate e-mail		semajekugha@yahoo.in
• Address		North point colony Zunheboto
• City/Town		Zunheboto
• State/UT		Nagaland
• Pin Code		798620
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution		Co-education
• Location		Semi-Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University		Nagaland University			
• Name of the IQAC Coordinator		Dr. M Phukato Sema			
• Phone No.		8974622678			
• Alternate phone No.		7005195308			
• Mobile		8014948357			
• IQAC e-mail address		zgc1980zbto@gmail.com			
• Alternate e-mail address		phukatosema@gmail.com			
3.Website address (Web link of the AQAR (Previous Academic Year)		https://zunhebotogovtcollege.in/admin/uploads/iqac/23.pdf			
4.Whether Academic Calendar prepared during the year?		Yes			
• if yes, whether it is uploaded in the Institutional website Web link:		https://zunhebotogovtcollege.in/admin/uploads/iqac/25.pdf			
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.43	2020	05/05/2020	04/05/2025
6.Date of Establishment of IQAC			05/05/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Research Committee & IQAC	THREE DAY REGIONAL WORKSHOP ON "Adolescent and Youth Development in NE India: Opportunities, Challenges and Way Forward"	RGNIYD	2021	2,99,780
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
• Upload latest notification of formation of IQAC			View File	
9.No. of IQAC meetings held during the year			4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report			View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
• If yes, mention the amount				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
*Active support to the college authority during the global pandemic lockdown in developing viable means to reach out to the students in continuing academic and other co-curricular activities.				

* Regularly monitors and assists the activities of the various sub-committees and the departments to maximize qualitative output despite the challenges wrought upon by the pandemic situation.
Organized a Three Day Regional Workshop in collaboration with the Research Committee from 4th - 6th March 2021 on "Adolescent and Youth Development in North East India: Opportunities, Challenges and Way Forward" sponsored by Rajiv Gandhi National Institute of Youth Development (RGNIYD) Sriperumbudur, Tamil Nadu Ministry of Youth Affairs & Sports Govt. of India
Organized a One Day Workshop on "Work Ethics and Skills" under the Skill Development Program for the non-teaching staff on 19th April 2021.
Have put in place the mechanism for the role of various stakeholders through the feedback system and its analysis.
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. To review the NAAC Peer Team Report and take a follow up action of the suggested requirements.	The suggestions given by the NAAC Peer Team taken into account to improve the overall performance of the institution focusing on developing Research Skills, Infrastructural augmentation and optimizing a learner-centric environment with enhanced facilities.
Reconstitution of the IQAC as per the latest NAAC guidelines	IQAC reconstituted on 5th Nov 2020.
3. Develop viable means to reach out to the students during the global pandemic period	All academic and co-curricular activities undertaken satisfactorily during the global pandemic lockdown.
4. Organize National/ Regional Seminar to enhance research and professional skill of the teaching faculty.	Organized a Three Day Regional Workshop in collaboration with the Research Committee from 4th – 6th March 2021 on “Adolescent and Youth Development in North East India: Opportunities, Challenges and Way Forward” sponsored by Rajiv Gandhi National Institute of Youth Development (RGNIYD) Sriperumbudur, Tamil Nadu Ministry of Youth Affairs & Sports Govt. of India
5. Organize a Skill Development Program for the non- teaching staff.	Organized a One Day Workshop on “Work Ethics and Skills” under the Skill Development Program for the non-teaching staff on 19th April 2021.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
IQAC	25/11/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	24/02/2021

15. Multidisciplinary / interdisciplinary**16. Academic bank of credits (ABC):****17. Skill development:****18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):****20. Distance education/online education:****Extended Profile****1. Programme**1.1 **92**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student2.1 **464**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **182**

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

File Description	Documents
Data Template	No File Uploaded

2.3 **99**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **29**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **29**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	92
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	464
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	182
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	99
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	29
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	29
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	1406320
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum of all the courses is framed by the Board of Studies, Nagaland University and the same is executed at the college level. The Nagaland University initiates revision of curriculum periodically keeping in view the changing global trends.

For effective delivery, the college maintains a rich work culture such as:

1. Principal's meeting with the teaching faculty on a regular basis.
2. Course progression and coverage is discussed during periodical department meetings.
3. Innovative teaching methods are used to retain students' interest. Students are also encouraged to develop research

interest by allocating them assignment writings.

4. All faculty members are encouraged to prepare lesson plans which are monitored for timely delivery.
5. Opinions and feedbacks are taken from the students regarding the curriculum and its delivery and grievances, if any, which are sought to be addressed by teachers.
6. Academic calendar and class routine are prepared by the college and followed accordingly.
7. Besides, the college has a mentoring program which enables the students to provide feedback to teachers on curricular issues, college infrastructure and administration. The committee also counsels about the various options related to the offered subjects.

The institution extends its best support and guidance to implement the activities effectively and successfully. In this way, the institution ensures effective curriculum delivery through a well planned and documented process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic calendar of the institution is prepared by the Principal and vice principal in consultation with the HOD's of the various departments. In the beginning of the academic session, the students are apprised of academic calendar during orientation program and the same is displayed in the college notice board. The teachers of all the departments are also provided a personal copy to adhere to the academic calendar for the conduct of internal assessment and evaluation. Only the head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. The schedule of all examinations such as assignments, internal tests, project work and seminar paper presentation is given in academic calendar. The respective teacher also carries out the assigned syllabus and conducts the internal assessment as per the academic calendar.

Assignments, project works are submitted by the students as per the academic calendar. Internal tests are also conducted as per

the schedule given in the academic calendar. At the end of the semester, after the completion of all internal assessment activities, moderation of internal marks are done in the presence of the entire department HOD's along with the Head of the institution. After the moderation of internal assessments, qualified students are displayed in the notice board as per the scheduled given in the academic calendar. The qualified student fills up the exam forms for the end semester exams which will be conducted by the concerned university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

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

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

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

1

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

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

16

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

16

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

1.3 - Curriculum Enrichment

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

The curriculum followed by the college is designed by Nagaland University. There are no core courses which address gender,

environment and sustainability and professional ethics into the curriculum. However, the B A program addresses these issues in the following ways:

1. Cross cutting issues relevant to gender equality:

There is co-education in the institution. B.A. curriculum addresses the gender issues through particular novels, essays, poems, articles, etc. The institution also has women grievances cell and girls common room for gender issues.

1. Cross cutting issues relevant to environment and sustainability:

There is a compulsory paper on environmental studies for B. A. 5th semester and B.A. 6th semester students. The students get awareness about the changes in the environment, eco-system, bio-diversity and conservation, environmental pollution and protection, etc. Apart from the course studies, the students of the environmental course are taken for field trips to get practical knowledge about environment and sustainability.

1. Professional ethics into curriculum:

The institution is located in a rural area. Students need great support and counseling. Thereby teachers help students to learn the academic basics. They also teach valuable lessons by setting positive examples. As role models, teachers follow a professional code of ethics. This ensures that students receive a fair, honest and uncompromising education.

1. Cross cutting issues relevant to human values:

The 4th semester elective course in Education has a unit devoted to the importance of values, types of values and strategies for inculcation of values among the student. NSS organizes community services to develop a sense of love and belongingness, dignity of labour and personality development. The college has an Evangelical Union (EU) Cell that imparts moral education through prayer meeting and fellowship three days in a week before class hours.

List of Core Courses:

- English Pass and Honours courses
- Alternative English
- History Pass and Honours courses
- Political Science Pass and Honours courses
- Economics Pass and Honours courses
- Geography Pass and Honours courses
- Education Pass course

Environmental Studies (EVS) (compulsory course for final year students).

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

2

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

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

100

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

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

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

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

180

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

2.2 - Catering to Student Diversity

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

Advanced learners:

High performing students are identified based on internal assessment, and involvement in classroom activities. They are encouraged to read beyond the requirements of the syllabus and to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby to improve their presentation skills. They are provided opportunities to develop their creativity by organizing interdepartmental seminars and making them participate in them. The institute promotes independent learning that contributes to their academic and personal growth. They are encouraged to obtain university ranks, toppers and university rank holders are encouraged with certificates and cash prizes.

Slow learners:

The admission committee interacts with the parents and the students to assess the need and aspirations. Further, during the course of study, a group of students are assigned to a

faculty for mentoring. The mentors monitor academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impede their academic success. Extra classes are organized to clarify doubts and re-explain critical topics for improving performance. Remedial classes are arranged so as to enable the college entrants to keep up with the new environment. Appropriate counseling with additional teaching eventually helps to attend classes regularly.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
426	27

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Institution believes in the adoption of student-centric methods to enhance student involvement as a part of participative learning and problem solving methodology and adopts the following techniques for the purpose:

Group teaching:

Learners are divided into groups of ten, a problem is offered to each group with clear instruction from the teacher. Each group works out and solves the problem with minimal assistance from the teacher, and finally reports the finding to the class initiating discussion.

Roll play:

Roll play helps the students to learn and try out

the experience in a play style. Subjects such as drama, communicatively oriented grammar are well brought out to students by involving them in the learning process.

Discussions:

Discussion is followed as a tool to make the students think and participate in coming up with opinions and suggestions to check their current knowledge. This learning conversation method is used practically in all subjects being taught.

Debates:

Debates are followed in many of the subjects where students are required to come with different opinions, thought processes, thus learning process gets justified in the argumental way of learning.

Mini project:

To enhance practical knowledge with innovation, students are encouraged to do mini projects from 2nd semester onwards.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://zunhebotogovtcollege.in/gallery

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

Keeping with the modern trends, teachers are combining technology with traditional mode of interaction to engage students in long term learning. The Institution uses Information and Communication Technology (ICT) in education to support, enhance and optimize the delivery of education as follows.

ICT Tools:

1. Projectors - 3 projectors are available in 1st, 2nd and 3rd year classrooms.

2. Desktop and Laptops - Arranged at Computer Lab and Library Hall.
3. Printers - They are installed at Lab and Library Room.
4. Photocopier machine - Multifunction printer is available in the Lab.
5. Scanners - Multifunction scanner is available in the Lab.
6. Seminar Hall - One Seminar cum Conference Hall is equipped with digital/smart facilities.
7. Smart Board - One smart board is installed in the specific-use classroom.
8. Auditorium - It is digitally equipped with mike, projector and computer system.
9. Online classes through Zoom, Google Meet, and Google Classroom.
10. Digital Library resources - (DEL, NET, etc.)

Use of ICT by Faculty:

- Power-point presentations: Teachers are encouraged to use power-point presentations in their teaching by using LCDs and Projectors.
- Online Competitions: Various technical events such as poster making, project presentations, debate, paper presentations, etc. Are being organized with the help of various ICT tools.
- Workshops: Teachers use various tools for conducting workshops on latest methods such as SPSS, Programming languages, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://zunhebotogovtcollege.in/admin/uploads/downloads/35.pdf

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

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

27

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

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

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

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

351

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college adheres to the guidelines prescribed by Nagaland University for conducting the Continuous Internal Evaluation (CIE). The internal assessment aims at orienting every student to learn through the participatory approach of teaching-learning. Internal assessments carry 30% marks and a minimum of three assignments are made for each paper. The course-in-charge develops various activities that are student-friendly and suitable to the local needs keeping in view that every student takes part in every item compulsorily. Assessments are made to test their learning process through written tests, assignments, projects, group discussions, seminars, quiz, etc. Evaluation in a continuous mode has helped improve student regularity and participate in practical classes. Continuous Internal Evaluation (CIE) is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if students are not performing well. In order to enable the students to prepare themselves in advance, a set of schedule for conducting the assignments is prepared in advance and made available to them.

Considering the global pandemic situation, the internal assessment for odd semester was conducted online, though for even semester it was conducted through offline mode. Further, each of the internal activities such as tests, assignments is held three times in a given semester so as to ensure that the assessment process is transparent, robust and student-friendly.

File Description	Documents
Any additional information	View File
Link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/28.pdf

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

The following mechanism is followed for grievance redressal in evaluation:

Department level:

- Grievance regarding the internal assessment, and internally evaluated University examinations is handled by the respective subject teacher, and the head of the department immediately at the department level. They shall have initial jurisdiction over complaints against CIE.
- The College level committee shall hear appeal against department level decisions and University level committee shall hear appeals against College level decisions.

College level:

- Internal examination committee meets regularly for objective and effective redressal of the grievances of students regarding evaluation.
- The Institution provides a student handbook with detailed information about the evaluation system and redressal of grievances of students regarding evaluation.
- Students are oriented by the HoDs concerned.

University level:

- Grievances regarding semester examinations conducted by the Nagaland University are handled as per University proceedings. The student has the right to apply for re-scrutiny and revaluation.
- University examination related issues are communicated through Principal who is the Chief Superintendent of Examinations.

File Description	Documents
Any additional information	View File
Link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/29.pdf

2.6 - Student Performance and Learning Outcomes

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

The College website and prospectus state the mission and objectives of all the departments of the college. For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad programme outcomes. Following effective pedagogic strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives is readily available for students and teachers on college website. This makes teachers and students aware of the stated programme and course outcomes of the programmes offered by the institution.

Course Outcomes:

The Course Outcomes help the stakeholders to manage the resources effectively to the maximum extent. This creates ways to improve the process continually. The stakeholders understand the value of critical thinking, of life-long learning, and of becoming a productive citizen.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zunhebotogovtcollege.in/admin/uploads/igac/15.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes, tests and assignments which are periodically given to students.

Based on the Course Outcomes, Programme Outcomes, and Programme Specific Outcomes, the stakeholders learn goal-setting, problem solving, and decision making techniques. The Institution evaluates the stakeholders as College Topper, University Rank Holder, and Best Outgoing Student. They are recognized and awarded during the Parting Social/Annual Day function by giving them Certificates and Mementos.

The Best Outgoing Students are evaluated on the basis of five criteria: Academic performance, Attendance, Behaviour inside the class room, Behaviour on the campus, and Extracurricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/29.pdf

2.6.3 - Pass percentage of Students during the year

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

99

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://zunhebotogovtcollege.in/admin/uploads/igac/24.pdf

2.7 - Student Satisfaction Survey

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

<https://zunhebotogovtcollege.in/admin/uploads/igac/22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

23

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

3.2 - Research Publications and Awards

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

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

4

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

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

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

1

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

3.3 - Extension Activities

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

Extension activities are an essential and integral part of the students particularly during higher studies. Apart from the academic curriculum, learning and understanding the impact of socio-politics, economic conditions and issues at the grass root level in our community provides valuable insight to one's education. More so, keeping in view the community and the society at large in the overall academic institution and the society at large in its overall growth and development in vital and indispensable, the faculty and students continue to engage the communities by undertaking regular outreach activities.

COVID 19 pandemic made the endeavour more challenging and opportunity to learn more about the impact of such pandemic in the community particularly in semi- urban and rural areas. At the request of the Zunheboto District Task Force working to combat the spread of Covid 19, the college buildings were allowed to be utilized as Quarantine Centre making available the workforce of the college and the facilities. Students took the task of assisting the medical department and other front line workers, in critical areas such as management of Returnees from outside the state, catering services at 3(Three) designated quarantined centers within Zunheboto town, contact Tracing and other medical and non medical relief activities. Such extensive activities immensely helped the students to inculcate a sense of one's responsibility towards the community and vice-versa.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload any additional information	No File Uploaded

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

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

0

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

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

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

13

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

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

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

103

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

3.4 - Collaboration

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

0

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

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

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is under the well established norms rules and regulations of the Government of Nagaland. The College has 9 (Nine) numbers of classrooms, one laboratory for Geography practical, one computer room, one Library with reading hall, one common room for teachers with an attached lounge, 5 office rooms, one boys hostel, one girls hostel under construction, one Girls Common Room, one cafeteria, 2 (Two) Seminar Halls, 3 residential quarters, a horticulture unit, water reservoir at different locations, one 10 KVA generator, one 500 KVA Solar panel, one windmill to generate renewable energy, a First Aid Room, CCTV in the college building and fire safety measures installed. At present the college is equipped with only 20(Twenty) computers catering to the needs of the students. However even with the limited computing equipments and facilities computer course is offered to the interested students on a regular basis. The rest of the computing facilities are managed for administrative work, library, IQAC and RUSA. There is an urgent need to augment adequate facilities to upgrade teaching learning process. The requirements had been listed and forwarded to the State government for which the authority has been persistently pursuing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/32.pdf

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

Sports- Outdoor facility: Establishment of sports facilities had been provided to the students since the establishment of the institution in 1980. The college has a spacious playground for all types of outdoor games and sports (football, Basketball, Volleyball) and other support system to facilitate the various activities. The size of the playground is 65,265 sqft and is used for multiple sports activities.

Indoor Games: The College has one indoor stadium cum multipurpose hall constructed in 2016 under UGC funding. The size of the hall is 50 x 85 x 40 ft. It is for used for various indoor games and also used for the purpose of conducting external examination and cultural activities.

Cultural Activities: College has specially design programme of Information Communication and Entertainment (ICE) Tracts for development of literary, creative and cultural talent of the students. In the beginning it carried the different activities throughout the year, since 2016, an annual festival christened as ICE FEST spanning 3 days has been organized under this programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/32.pdf

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

4,42,122

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

4.2 - Library as a Learning Resource

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

The library is automated with the ILMS software known as KOHA. It is fully automated with the OS-Version-18.11.04.000. It was automated in 2018 and facilitates the functioning of the library in a systematic and convenient manner. KOHA is a true enterprise-class integrated Library Management System (ILMS) with comprehensive functionality including basic and advanced option. KOHA includes modules for acquisition, circulation, cataloguing and many more. Offline cataloging and circulating are also available when there is no internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://zunhebotogovtcollege.in/admin/uploads/downloads/30.pdf

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

225000

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

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

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

1225

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

4.3 - IT Infrastructure

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

To deliver quality education and to ensure overall academic progress and development, the Institution has installed Wi-Fi internet connection (Reliance Jio). The service was activated on 10 January 2019. The college also has biometric fingerprint attendance system to maximize the contribution and working hours. However due to the global pandemic the use of biometric attendance has been suspended currently. CCTV cameras are installed at strategic locations. The college has 8 printers, 8 photocopiers, 4 LCD projectors, 2 smart boards and one digital camera. Teachers are entrusted with maintenance of these facilities.

Details of Wi-Fi

Installation of equipments: 19-09-2017

RFEZ (Media-UBR link): 05-01-2019

No. of Access points (AP): Indoor: 5

Outdoor: 2 34mb free data for the entire phone number per day

Maximum speed: 15mbps (From AP to UE)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/34.pdf

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1406320

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

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

Since the institution is under the policy, rules and regulation of the Government of Nagaland, so the college has no such specific established policy or any procedure for maintaining and utilizing physical, academic and support facilities. The college has constituted various committees to look into maintenance and utilization of all facilities. A complete stock of all items in the college is maintained by the store keeper. The heads of

departments report to the Principal their requirements and the Principal in turn addresses the same accordingly. The Geography laboratory is maintained by the lab assistant and bearers under the charge of the department. All sports goods are maintained under the supervision of the Sports Committee. Likewise the library books are purchased in consultation with the Library Committee. The college has regular gardeners, watchmen and sweepers. Strict regulations are maintained for the safe keeping of all sports items. The NSS of the college oversees the cleanliness and maintenance of hygiene in the campus. The members of the nonteaching staff under the supervision of teachers maintain cleanliness and are in-charge of beautification of the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/35.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

336

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

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

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

5

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://zunhebotogovtcollege.in/gallery
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

17

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

- The Zunheboto Govt. College Students Union (ZGCSU) as an extended hand of the college plays a vital role towards the progress of the college. Its main focus is on the welfare of the students by cooperating with the authority. It took the lead in representing the college in co-curricular and extra-curricular activities during the tenure 2020-2021.

- The ZGCSU have urged the State Minister of Higher Education and affairs to speed up the process of introducing Sociology subject and upgrading Education subject to Honors course. An application was forwarded to the Principal Secretary of the state government for the vacant post (a case of transfer to other college) in the Department of English to be filled up as early as possible

- Under its initiative the students participated in ANCSU e-Collegiate Meet cum beat contest on 14th & 15th Dec 2020 and won the 2nd position in Chess competition.

- At the initiative of ZGCSU, 32 Assam Rifles stationed at Zunheboto willingly extended help to the college by providing various maintenance machineries at their disposal and the required labor to clean the college compound that has been left unattended during the pandemic lockdown.

The election for the new team of the Executive Council was held on 17th April 2021

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload any additional information	View File

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

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

5

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Zunheboto Govt. College has a registered Alumni Association certified as reg.No.Home/SRC-7430 date 20-01-2020 in the Office of Registrar of Societies, Home Department Nagaland under Societies Registration Act of 1860. The association has been developmental agency towards the institution. During the session when the college buildings had been utilized as a Quarantine Centre, the members had a virtual meeting on 15th Oct 2020 for a plantation drive in the college campus. Accordingly in the month of November 2020 at the initiative of the Alumni Association the "Chengu Club" conducted a plantation drive, planting as many as 100 tree saplings in and around the campus. They also donated dustbins to the college. Further activity of the Alumni association involved was free services of photography, videography, sound operating during the functions in the college and a financial contribution

of Rs 7400 by the members. Most of the members taking keen interest in the development and progress of the college willingly come forward for any help solicited. The members maintains a close knit association and the college authority and updates on the needs and progress of the institution.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/igac/8.pdf
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision statement:

- to fulfill the aims of higher education through teaching, research and extension activities with students and society, development of skills and potentialities of the students and to produce quality manpower.

Mission:

- to garner knowledge through various activities and inculcate value based education for the wholesome development of each and every student
- to produce skilled and disciplined students in various fields
- to train and mould students to be responsible leaders and citizens of the society

- to produce positive thinking and creative minds for the generation of new knowledge
- to mould the students to develop innovative minds and to strive for a progressive society

The Principal of the College is the administrative head in matters of governance and is the link to the government and the college. He is assisted by the Vice-Principal who looks after all the academic affairs and monitors its smooth functioning. He takes up the responsibility of effective governance through monitoring all activities ensuring satisfactory result of the institute. Various committees/ Cells composed of faculty members assist the college authority in carrying out different activities of the institute

The principal provides perspective plans for the growth of the institution and gives direction for effective functioning of the college. Welfare of students always forms the centre of any perspective plan for the future.

Faculty meetings are conducted at the onset of every academic session to plan for the session ahead, and likewise, at the end of every academic session too, meeting of principal and the faculty are held to review activities of the closing semester where teachers participate and share constructive views for further improvement. Adequate autonomy is given to each department in the daily running of classes. Each department chalks out its own tentative lesson plan and schedules including conduct of other curricular activities of the department. The teachers association and students union are also platforms where the members develop decision making skills for the overall improvement of quality in teaching-learning process throughout the session.

Faculty members actively participate in faculty and departmental level meetings where important issues pertaining to the college, teachers and students are deliberated and take collective decision wherein it plays a crucial role in decision making of the institute. In this way faculty are also involved in the decision making process.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload any additional information	No File Uploaded

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

The institute practices decentralized and participative management approach in all its activities involving faculty members at all levels. All the departments of the college function under the direct supervision of the Principal. Day-to-day academic activities of the departments are taken care of by the HoDs. Examination related activities and all academic matters are handled by Vice-Principal. Under the Establishment section, Head assistant is the overall in-charge of the non-teaching staff and is responsible for the smooth running and maintenance of the entire college office.

Under the direct supervision of the Principal, administrative establishment, examination, library and all academic departments are functioning. Time to time different committee members conduct meetings to discuss various issues and the resolutions made are passed on to Principal for further action. Similarly, the outcomes of the Principal meeting are passed on to individual faculty and staff for implementation. Various committees are in place to monitor different tasks and to review the progress of the same and accordingly take necessary, timely action for ensuring excellence in respective areas.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/29.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In order to realize the college Motto: "Struggle and Progress", the institute strives to complete the syllabus on time, modifies class routine in the beginning of each semester, and ensures optimum utilization of class rooms/online by adopting proper time management. Class tests, seminars, assignments, and project works are conducted, attendance of students in class is enforced, academic results are reviewed, teachers are oriented to keep themselves updated and teachers' performance is assessed.

The strategic plans for the College include construction of staff and teachers quarters, teachers' room, hostels, additional classrooms, purchase of more books for library, introduction of vocational courses, better internet connectivity etc. Other perspective plans set for future are the proposal for introduction of Science Stream, introduction of Sociology as elective subject, introduction of honours in Education, renovation and extension of class rooms, and water supply.

Despite the adverse effects of the situation, one activity that has been successfully completed as plan is the smooth shift from the real class room teaching to the virtual mode of teaching by using modern technological advancement available within the reach of teachers and students alike. Courses were completed, Assignment and project works were successfully done, internal and external assessment and evaluation of scripts were done and practical exams were conducted online. On the whole, despite the inconveniences faced, the students' performance was quite satisfactory.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/39.pdf
Upload any additional information	No File Uploaded

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

Principal

Vice Principal In-Charge

Advisory Board

Academic deptts

Ministerial Staff

Library

Extra Curricular Activities

(Members)

(Teachers)

(Office supporting staff)

(Librarian)

(ZGCSU,NSS etc)

The College Advisory Board was constituted since the inception of the college with members comprising eminent personalities,

representatives from social organizations and administration of the district with Deputy Commissioner as the Chairman and Principal as the Member Secretary. The Advisory Board advises the college, gives logistic support and extends all possible help on any issue. Principal is the overall administrative head of the institution and is the final decision making authority on any matter. Assisting him is the Vice Principal who looks after all the academic related matters.

The HoDs supervise various activities of the respective departments. The members of the non-teaching staff are headed by Head Assistant who in turn is assisted by Accountant and other supporting staff to carry out daily office establishment work. The Library is manned by the Librarian who is assisted by the assistant Librarian. Besides academic activities, the college is also involved in conducting co-curricular and extra-curricular activities headed by conveners or teachers-in-charge and a few members of the faculty. Various activities include NSS, NCC, Students' Union, Information, Communication and Entertainment (ICE) Fest, Evangelical Union (EU), etc. The aim of all these activities is to develop students' overall personality and build leadership qualities so as to mould them to be an asset to the society at large.

Being a government institution, the college comes under the control of Nagaland Higher Education Department. Service rule, procedures, recruitment and promotional policies are strictly governed by the Nagaland Higher Education Service Rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://zunhebotogovtcollege.in/admin/uploads/downloads/13.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Following welfare schemes and provisions are in place for teaching and non-teaching staff in the institution:

1. General Provident Fund (GPF) facility
2. General Insurance Scheme (GIS)
3. National Pension Scheme (NPS)
4. Transportation facilities

Residential Quarters for Principal and three (3) grade IV staff quarters. The faculty is facilitated to attend various professional development courses/activities throughout the academic year. The college takes the responsibility to facilitate bank loans for the faculty and staff members. The Zunheboto Government College Teachers' Association (ZGCTA) has some independent welfare funds with which it extends relief to its members during the time of necessities and emergencies.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/45.pdf
Upload any additional information	No File Uploaded

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

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

Nil

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

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

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

2

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

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

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

34

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

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

All teaching and non-teaching members of the staff are assessed annually by means of Annual Performance Assessment Report (APAR) which is reviewed and evaluated by the reporting officer and forwarded to the Government. Every employee's performance is assessed yearly after completion of one academic year. Systematic evaluation of the performance of employee is done to understand the ability of a person for his/her further growth and development. There are different parameters to assess the performance of teaching and non-teaching staff. Faculty members are assessed based on the APAR submitted after self assessment. The parameters of assessment include a brief description of duties, exceptional contribution if any, factors that hinder performance and the skills that are required to be upgraded through training programmes. The APAR Performa filled by the faculty is checked and verified by the Reporting Authority for ratings and grading. It is then sent to the higher authority for final grading.

Data on performance of the faculty and non-teaching staff through students' questionnaire feedback are annually assessed and analyzed by the IQAC. To maintain dignity and privacy, the outcome of the analysis is conveyed confidentially by the Principal to the concerned teachers with suggestions for improvement. Faculty meetings, Zunheboto Government College Teachers' Association (ZGCTA) meetings, HoDs meetings, IQAC meetings offer good platforms for discussions and suggestions for rectification of weakness and shortcomings and exploring more

effective methods of teaching.

Performance Appraisal System has helped the college to assess the performance of employees. The systematic procedure has helped the Management to motivate the employees for better performance. It helps the college to analyze the strength and weakness of the employees in its attempt to provide the best to the students.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/igac/3.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audits are carried out usually by a three member audit committee. External audits are carried out by the Office of the Accountant General. The last such audit was done by the AG Office in October 2016 for the period from 01. 02. 2016 to 30. 09. 2016. All account books are maintained by the Accountant. Queries if any in the Audit Note are analyzed and communicated to the AG Office. All the funds received from the government are audited by the Office of the Accountant General triennially and the internal financial resources are spent and audited internally.

However, of late, the college has got all its accounts for a period from 31st March 2019 till 31 March 2021 audited by a registered Chartered Accountant.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/43.pdf
Upload any additional information	No File Uploaded

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

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

Nil

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

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

The major sources of receipts are government allocations and admission fees. Expenditures are made based on the funds available. However, whenever unavoidable expenses are incurred, for instance wages and salaries, additional fund from government is sought for.

Being a government run institution, the college does not have any specific strategies for mobilization of funds from any source other than contributions from philanthropers, church organizations, well wishers and alumni. The resource mobilization is done mainly through fee deposits from students' admission during the beginning of every semester and the annual budget from the state government. The RUSA scheme under UGC has been a great source of funding for the institution for infrastructural developments.

The funds collected from the students are used for purchase of equipments, stationery and for management of different academic activities to support the career of students. Budget received from the State Government is utilized to meet the day-to-day operational and administrative expenses and maintenance of the fixed assets.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/43.pdf
Upload any additional information	No File Uploaded

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

The Internal Quality Assurance Cell (IQAC) was constituted in 2006 to monitor the quality of services being provided by the institution to its stakeholders. It is formed so as to initiate quality assurance strategies and processes and is committed to continuously improve the infrastructure, enhance the competence of the faculty, and empower the students for self-learning. Reviewing the quality policy is done every semester and the revision takes place as and when required by the IQAC. Parameters related to enhancing of quality of the institution like workshops, conferences, faculty Development programmes, innovations in teaching and more are considered after the approval of IQAC committee for quality improvement. Feedback from the stakeholders such as students, alumni, parents are given due importance for improving the quality.

Two practices institutionalized as a result of IQAC initiatives are:

1. Community Service

In order to generate a taste for manual work among the students and to educate the students and masses in areas of health, hygiene and social responsibility, community service is practiced as one of the best practices in the college.

2. Sustainable/ renewable energy

The college is located in an open hillock conducive for harvesting solar energy. Moreover, the place is windy and hence ideal for tapping wind energy. The power requirements of the college are not high and so the power generated by the solar panels is sufficient at the moment. It is used to tide over the power cuts and load-shedding. Thus generation of non- conventional energy is another best practice of the college.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/igac/19.pdf
Upload any additional information	No File Uploaded

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

Ever since the first cycle, the IQAC has become one of the most important organs for overseeing every aspect in the college. There has been marked improvement in creating consciousness in the minds of both faculty and supporting staff. Each department has been maintaining the necessary documents like personal file, meeting minutes, and action taken reports. Different cells/committees maintain all relevant documents for records. The internal academic and administrative processes are monitored continuously and are audited periodically through IQAC. The reports of these bodies form an input to the Internal Quality Assurance processes thus resulting in improvement. Incremental continuous improvement is an ongoing effort in the institution to improve the system and processes. Different committees as a result of the rigorous assessment evaluate each student's performance based on their ability to ensure better teaching- learning outcome.

IQAC periodically reviews the teaching learning process through the conduct of the following regularly:

- It organizes seminars/workshops to update the knowledge and

enhance the research skills of the faculty.

- It constantly monitors activities such as class attendance and performance of students and takes necessary steps for its improvement.
- It receives reports from various committees and monitors follow up activities.
- It monitors the mentoring and remedial teaching programme.
- It monitors various Club activities.
- It suggests various measures for improving infrastructural facilities in the college campus.

The college, following the university framework, prepares class routine for optimum time utilization for both academic and co-curricular activities. Academic calendars are framed for every academic session, holiday lists are drawn up and circulated, time frame for conducting tests, assignments and seminars are stipulated and distribution of duties and delegation of work is done through various committees. For administrative activities, the directives derived from the Directorate of Higher Education are strictly adhered.

Two examples of institutional reviews and implementation of teaching and learning reforms facilitated by the IQAC are:

Lesson Plan:

On the onset of every semester, every teacher is required to update himself or herself along the syllabus he or she is going to handle. The methodology of teaching, therefore, requires comprehensive planning so as to make an outline of time frame in which each teaching unit and teaching related activities will be completed. In this way proper planning is done before hand for effective deliverance.

Result Analysis:

The performances of the students are evaluated and analyzed for further improvement within a week after the university declares its results. Comprehensive analysis of results is done for assessing various student learning outcomes. Such review initiated by IQAC plays a leading role in the reviewing of the teaching learning process and methodologies.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/iqac/16.pdf
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://zunhebotogovtcollege.in/admin/uploads/iqac/24.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college promote management of waste for a clean and safe environment. The college utilises sanitary landfills, composting, combustion, re-use, reduce and recycle techniques for effective mitigation of solid wastes. To manage solid waste, waste bins are kept in every classroom and at different points of the campus. Bamboo waste bins contributed by the students are also kept in and around the college campus. National Service Scheme (NSS) volunteers carried out cleanliness drive and observed Swachh Bharat Day to augment waste management in the campus. World

Environment Day is observed every year in fighting against world environmental problems under different UN theme. The college is also actively taking part in the Government of Nagaland initiative to ban single use of plastics. To manage liquid waste, the college has maintained drainage system for proper disposal of liquid waste. E-waste or discarded electrical or electronics devices are collected and store in separate room within the college campus. Reuse, resale, salvage recycling through material recovery are the techniques used for disposal of e-waste.

File Description	Documents
Annual gender sensitization action plan	https://zunhebotogovtcollege.in/admin/uploads/downloads/33.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The college promote management of waste for a clean and safe environment. The college utilises sanitary landfills, composting, combustion, re-use, reduce and recycle techniques for effective mitigation of solid wastes. To manage solid waste, waste bins are kept in every classroom and at different points of the campus. Bamboo waste bins contributed by the students are also kept in and around the college campus. National Service Scheme (NSS)

volunteers carried out cleanliness drive and observed Swachh Bharat Day to augment waste management in the campus. World Environment Day is observed every year in fighting against world environmental problems under different UN theme. The college is also actively taking part in the Government of Nagaland initiative to ban single use of plastics. To manage liquid waste, the college has maintained drainage system for proper disposal of liquid waste. E-waste or discarded electrical or electronics devices are collected and store in separate room within the college campus. Reuse, resale, salvage recycling through material recovery are the techniques used for disposal of e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://zunhebotogovtcollege.in/admin/uploads/downloads/62.pdf
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

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

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

The Institution believes in equality of all cultures and traditions though the majority of students are drawn from the indigenous tribes of the region as such the Institution does not have any intolerance towards cultural, regional, linguistic, socioeconomic and other diversities. With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Pt. Jawaharlal Nehru, Sarvepalli Radhakrishnan. On the birth anniversary of Mahatma Gandhi a quiz programme was organized by the Department of History in which along with the College students, students from three higher secondary schools from the town also participated and greatly benefitted.

The NCC unit of the College participated in the Republic day celebrations on 26th January 2021.

The Research Committee (RC) and the Internal Quality Assurance Cell (IQAC) of the College organized a three-day Regional Workshop on "Adolescent and Youth Development in NE India: Opportunities, Challenges and Way Forward" under the programmes for development of North Eastern youth through higher educational institutions being implemented by Rajiv Gandhi National Institute of Youth Development (RGNIYD), Ministry of Human Resources and Sports, Government of India from 4th to 6th March 2020. The Workshop focused on the role of youth towards social responsibility and social work.

During the ICE (Information, Communication and Entertainment) Fest being organized by the College annually which spreads for three days, the students organize cultural programmes depicting local,

regional, state and national culture which is a move towards national integration by the Institution.

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

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

The College takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps which inculcates in them the value of saving lives. The College also conducted special lectures on move towards constitution where Ms. Oliv, an alumni of the College and Gold Medalist in both UG and PG programmes of the Nagaland University, enlightened the students about the importance of the Indian Constitution and how we must work in the direction of saving our constitution. She narrated the fundamental rights, duties, values and responsibilities of citizens as mentioned in the constitution of India. She appealed to all the staff and students to remember the struggle of freedom and respect the National Flag and National Anthem. The special lectures also focused on enlightening the students about their rights and duties being the responsible citizens of the country. Singing of national anthem in the campus every day is practised so as to bring about a feeling of patriotism among all.

The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the College whereby the College has organized an awareness rally for the students. The College has also conducted a voter awareness programme to sensitize the students about their constitutional powers of voting. The students of Political Science department study the constitution of India as a compulsory paper which

sensitizes the students about constitutional obligations. Every year the Republic Day is celebrated on 26 January by organizing activities highlighting the importance of Indian constitution. Independence Day is also celebrated every year to highlight the struggle of freedom and the importance of Indian constitution.

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

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

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college celebrates different national and international commemorative days to inspire students and aware them to understand the important of the day. Republic day is celebrated every year on 26th of January to mark the historic day of our

country as a sovereign republic nation. International Women's Day was celebrated on 8th of March to mark the tremendous efforts of women & girls around the world in shaping an equal future and recovery from the covid-19 pandemic under the UN theme "women in leadership: achieving an equal future in a covid-19 world". About 50 students including teaching and non teaching faculty participated. International Yoga Day was celebrated on 21st of June under the theme "Yoga for wellness" organised by the college National Service Scheme (NSS). Students and teachers participated by sharing yoga pose from their respective residence due to covid-19 pandemic. The college celebrated World Environment Day on 5th june 2021 under the world theme "reimagine.Recreate.Restore" to promote ecosystem restoration. Students and teachers observed the day by taking up ecosystem services such as watering, trimming, planting, sweeping, picking wrappers etc. The Chengu club of Zunheboto district has extended its valuable services by planting ornamental plants in and around the college campus.

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

7.2 - Best Practices

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

The context

Environment and human health are closely linked. Unhealthy state of the surrounding affects the health of a community. A clean and hygienic environment leads to a healthy life and eradicate possible health related issues. Thereby to culminate healthy lifestyle, the students take up mainly the cleanliness drive in and around the village with community participation which help to keep the environment clean and also generate awareness among the students and the general public.

The practice

Students rendered their selfless service to the communities to promote cleanliness and create awareness among the society. The community service is made compulsory for all the first semester degree students. For this purpose Teachers -in-charge of the community service are appointed at the beginning of the academic year. The teacher -in-charge in consultation with the village council will plan the date and nature of the work. Activities include cleaning of drainage, approach road to the village, surrounding school area, church and public meeting sheds were done. The students and staff were made compulsory to carry its own drinking water so as to minimise waste generation. Transportation and refreshment were sponsored by the college.

Evidence of Success

The community service extended was well received and appreciated by the villagers. Further, it states that such service initiated by the students act as an encouragement to collaborate for the common goals that benefits all. On the other end, the students and Teacher-in - charge take pleasure to explore into a new environment and spread awareness directly through actions. Thus, it proves beneficial on both ends.

Problems encountered and resources required

A team of dedicated teachers, staffs and students volunteer to meet the need of financial resources to provide transportation and refreshment. The host village also extends its gesture by providing tea and snacks. Due to the covid-19 pandemic, community service was inconvenient to practice in its full capacity.

2. Sustainable/Renewable energy

Objective of the practice

- To promote the use of clean/green energy.

The Context

Clean energy is an ideal way to tackle the global crisis climate change. The state of Nagaland is not self sufficient in its energy resource and is dependent on other neighbouring states to meet its power requirements and hence there are frequent power cuts and load sheds. To meet such requirement, the government of Nagaland commissioned the 10K Wind Solar Hybrid Power Plant on 9th April, 2013.

The practice

The college is located in an open hillock conducive for harvesting solar energy. Moreover, the place is windy and hence ideal for tapping wind energy. The power requirements of the college are not high and so the power generated by the solar panel is sufficient at the moment. It is used to tide over the power cuts and load shedding.

Evidence of Success

The college has 30 KVA generators but the energy power by the solar panels is sufficient to meet the need of power consumption in the college. Thus the use of fossil fuels is minimised.

Problems encountered and resources required

The problem involves maintenance of the power plants. Any solar related problems encounter by the college requires a mechanic trained in the field.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The institution is very keen at facilitating personal commitment to the educational success of students and thus the college authority, senior members and examination committee prepare the academic calendar well in advance before the commencement of the semester. The faculty members before the session commences prepares lesson plan and make it available in the library for ready reference. The following methods are adopted to transform the academic environment:

- Use of ICT facilities for presentation by the faculty wherever required.

- Encourage students to do oral presentations.
- Identifying the academic and personal problems of the ward by each mentor so as to help overcome such problems.
- Encourage the wards to participate both in curricular and extra-curricular activities.

In addition, the following methods of learning experiences are provided to the learners:

- Field trip
- Project work
- Oral presentation
- Paper presentation and group discussion
- Use of ICT in delivering and learning process

Feedbacks system

Feedbacks are obtained from different stakeholders, especially, from parents, students, faculty and alumni to effect qualitative changes that are required.

The students play a major role in events such as ICE fest, sports week, Fresher's day, parting social etc which are organised by the college to inculcate the quality of co-operation, co-ordination and team work spirit in them. Personality development programmes and seminars are being conducted so as to improve the communication skills and soft-skills of the learners.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum of all the courses is framed by the Board of Studies, Nagaland University and the same is executed at the college level. The Nagaland University initiates revision of curriculum periodically keeping in view the changing global trends.

For effective delivery, the college maintains a rich work culture such as:

1. Principal's meeting with the teaching faculty on a regular basis.
2. Course progression and coverage is discussed during periodical department meetings.
3. Innovative teaching methods are used to retain students' interest. Students are also encouraged to develop research interest by allocating them assignment writings.
4. All faculty members are encouraged to prepare lesson plans which are monitored for timely delivery.
5. Opinions and feedbacks are taken from the students regarding the curriculum and its delivery and grievances, if any, which are sought to be addressed by teachers.
6. Academic calendar and class routine are prepared by the college and followed accordingly.
7. Besides, the college has a mentoring program which enables the students to provide feedback to teachers on curricular issues, college infrastructure and administration. The committee also counsels about the various options related to the offered subjects.

The institution extends its best support and guidance to implement the activities effectively and successfully. In this way, the institution ensures effective curriculum delivery through a well planned and documented process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic calendar of the institution is prepared by the Principal and vice principal in consultation with the HOD's of the various departments. In the beginning of the academic session, the students are apprised of academic calendar during orientation program and the same is displayed in the college notice board. The teachers of all the departments are also provided a personal copy to adhere to the academic calendar for the conduct of internal assessment and evaluation. Only the head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. The schedule of all examinations such as assignments, internal tests, project work and seminar paper presentation is given in academic calendar. The respective teacher also carries out the assigned syllabus and conducts the internal assessment as per the academic calendar.

Assignments, project works are submitted by the students as per the academic calendar. Internal tests are also conducted as per the schedule given in the academic calendar. At the end of the semester, after the completion of all internal assessment activities, moderation of internal marks are done in the presence of the entire department HOD's along with the Head of the institution. After the moderation of internal assessments, qualified students are displayed in the notice board as per the scheduled given in the academic calendar. The qualified student fills up the exam forms for the end semester exams which will be conducted by the concerned university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

6

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

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

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

1

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

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

16

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

16

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

1.3 - Curriculum Enrichment

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

The curriculum followed by the college is designed by Nagaland University. There are no core courses which address gender, environment and sustainability and professional ethics into the curriculum. However, the B A program addresses these issues in the following ways:

1. Cross cutting issues relevant to gender equality:

There is co-education in the institution. B.A. curriculum addresses the gender issues through particular novels, essays, poems, articles, etc. The institution also has women grievances cell and girls common room for gender issues.

1. Cross cutting issues relevant to environment and sustainability:

There is a compulsory paper on environmental studies for B. A. 5th semester and B.A. 6th semester students. The students get awareness about the changes in the environment, eco-system, bio-diversity and conservation, environmental pollution and protection, etc. Apart from the course studies, the students of the environmental course are taken for field trips to get practical knowledge about environment and sustainability.

1. Professional ethics into curriculum:

The institution is located in a rural area. Students need great support and counseling. Thereby teachers help students to learn the academic basics. They also teach valuable lessons by setting positive examples. As role models, teachers follow a professional code of ethics. This ensures that students receive a fair, honest and uncompromising education.

1. Cross cutting issues relevant to human values:

The 4th semester elective course in Education has a unit devoted to the importance of values, types of values and strategies for inculcation of values among the student. NSS organizes community services to develop a sense of love and belongingness, dignity of labour and personality development. The college has an Evangelical Union (EU) Cell that imparts moral education through prayer meeting and fellowship three days in a week before class hours.

List of Core Courses:

- English Pass and Honours courses
- Alternative English
- History Pass and Honours courses
- Political Science Pass and Honours courses
- Economics Pass and Honours courses
- Geography Pass and Honours courses
- Education Pass course

Environmental Studies (EVS) (compulsory course for final year students).

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

2

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

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

100

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

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
300	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of	

supernumerary seats)

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

180

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

2.2 - Catering to Student Diversity

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

Advanced learners:

High performing students are identified based on internal assessment, and involvement in classroom activities. They are encouraged to read beyond the requirements of the syllabus and to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby to improve their presentation skills. They are provided opportunities to develop their creativity by organizing interdepartmental seminars and making them participate in them. The institute promotes independent learning that contributes to their academic and personal growth. They are encouraged to obtain university ranks, toppers and university rank holders are encouraged with certificates and cash prizes.

Slow learners:

The admission committee interacts with the parents and the students to assess the need and aspirations. Further, during the course of study, a group of students are assigned to a faculty for mentoring. The mentors monitor academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impede their academic success. Extra classes are organized to clarify doubts and re-explain critical topics for improving performance. Remedial classes are arranged so as to enable the college entrants to keep up with the new environment.

Appropriate counseling with additional teaching eventually helps to attend classes regularly.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
426	27

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Institution believes in the adoption of student-centric methods to enhance student involvement as a part of participative learning and problem solving methodology and adopts the following techniques for the purpose:

Group teaching:

Learners are divided into groups of ten, a problem is offered to each group with clear instruction from the teacher. Each group works out and solves the problem with minimal assistance from the teacher, and finally reports the finding to the class initiating discussion.

Roll play:

Roll play helps the students to learn and try out the experience in a play style. Subjects such as drama, communicatively oriented grammar are well brought out to students by involving them in the learning process.

Discussions:

Discussion is followed as a tool to make the students think and participate in coming up with opinions and suggestions to check their current knowledge. This learning conversation method is used practically in all subjects being taught.

Debates:

Debates are followed in many of the subjects where students are required to come with different opinions, thought processes, thus learning process gets justified in the argumental way of learning.

Mini project:

To enhance practical knowledge with innovation, students are encouraged to do mini projects from 2nd semester onwards.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://zunhebotogovtcollege.in/gallery

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

Keeping with the modern trends, teachers are combining technology with traditional mode of interaction to engage students in long term learning. The Institution uses Information and Communication Technology (ICT) in education to support, enhance and optimize the delivery of education as follows.

ICT Tools:

1. Projectors - 3 projectors are available in 1st, 2nd and 3rd year classrooms.
2. Desktop and Laptops - Arranged at Computer Lab and Library Hall.
3. Printers - They are installed at Lab and Library Room.
4. Photocopier machine - Multifunction printer is available in the Lab.
5. Scanners - Multifunction scanner is available in the Lab.

6. Seminar Hall - One Seminar cum Conference Hall is equipped with digital/smart facilities.
7. Smart Board - One smart board is installed in the specific-use classroom.
8. Auditorium - It is digitally equipped with mike, projector and computer system.
9. Online classes through Zoom, Google Meet, and Google Classroom.
10. Digital Library resources - (DEL, NET, etc.)

Use of ICT by Faculty:

- Power-point presentations: Teachers are encouraged to use power-point presentations in their teaching by using LCDs and Projectors.
- Online Competitions: Various technical events such as poster making, project presentations, debate, paper presentations, etc. Are being organized with the help of various ICT tools.
- Workshops: Teachers use various tools for conducting workshops on latest methods such as SPSS, Programming languages, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://zunhebotogovtcollege.in/admin/uploads/downloads/35.pdf

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

2.3.3.1 - Number of mentors

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

27

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

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

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

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

351

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college adheres to the guidelines prescribed by Nagaland University for conducting the Continuous Internal Evaluation (CIE). The internal assessment aims at orienting every student to learn through the participatory approach of teaching-learning. Internal assessments carry 30% marks and a minimum of three assignments are made for each paper. The course-in-charge develops various activities that are student-friendly and suitable to the local needs keeping in view that every student takes part in every item compulsorily. Assessments are made to test their learning process through written tests, assignments, projects, group discussions, seminars, quiz, etc. Evaluation in a continuous mode has helped improve student regularity and participate in practical classes. Continuous Internal Evaluation (CIE) is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if students are not performing well. In order to enable the students to prepare themselves in advance, a set of schedule for conducting the assignments is prepared in advance and made available to them.

Considering the global pandemic situation, the internal assessment for odd semester was conducted online, though for even semester it was conducted through offline mode. Further, each of the internal activities such as tests, assignments is held three times in a given semester so as to ensure that the assessment process is transparent, robust and student-friendly.

File Description	Documents
Any additional information	View File
Link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/28.pdf

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

The following mechanism is followed for grievance redressal in evaluation:

Department level:

- Grievance regarding the internal assessment, and internally evaluated University examinations is handled by the respective subject teacher, and the head of the department immediately at the department level. They shall have initial jurisdiction over complaints against CIE.
- The College level committee shall hear appeal against department level decisions and University level committee shall hear appeals against College level decisions.

College level:

- Internal examination committee meets regularly for objective and effective redressal of the grievances of students regarding evaluation.
- The Institution provides a student handbook with detailed information about the evaluation system and redressal of grievances of students regarding evaluation.
- Students are oriented by the HoDs concerned.

University level:

- Grievances regarding semester examinations conducted by the Nagaland University are handled as per University proceedings. The student has the right to apply for re-scrutiny and revaluation.
- University examination related issues are communicated through Principal who is the Chief Superintendent of Examinations.

File Description	Documents
Any additional information	View File
Link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/29.pdf

2.6 - Student Performance and Learning Outcomes

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

The College website and prospectus state the mission and objectives of all the departments of the college. For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad programme outcomes. Following effective pedagogic strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives is readily available for students and teachers on college website. This makes teachers and students aware of the stated programme and course outcomes of the programmes offered by the institution.

Course Outcomes:

The Course Outcomes help the stakeholders to manage the resources effectively to the maximum extent. This creates ways to improve the process continually. The stakeholders understand the value of critical thinking, of life-long learning, and of becoming a productive citizen.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zunhebotogovtcollege.in/admin/uploads/iqac/15.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

institution.

Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes, tests and assignments which are periodically given to students.

Based on the Course Outcomes, Programme Outcomes, and Programme Specific Outcomes, the stakeholders learn goal-setting, problem solving, and decision making techniques. The Institution evaluates the stakeholders as College Topper, University Rank Holder, and Best Outgoing Student. They are recognized and awarded during the Parting Social/Annual Day function by giving them Certificates and Mementos.

The Best Outgoing Students are evaluated on the basis of five criteria: Academic performance, Attendance, Behaviour inside the class room, Behaviour on the campus, and Extracurricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/29.pdf

2.6.3 - Pass percentage of Students during the year

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

99

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://zunhebotogovtcollege.in/admin/uploads/igac/24.pdf

2.7 - Student Satisfaction Survey

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

<https://zunhebotogovtcollege.in/admin/uploads/igac/22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

23

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

3.2 - Research Publications and Awards

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

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

4

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

1

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

3.3 - Extension Activities

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

Extension activities are an essential and integral part of the students particularly during higher studies. Apart from the academic curriculum, learning and understanding the impact of socio-politics, economic conditions and issues at the grass root level in our community provides valuable insight to one's education. More so, keeping in view the community and the society at large in the overall academic institution and the society at large in its overall growth and development in vital and indispensable, the faculty and students continue to engage the communities by undertaking regular outreach activities.

COVID 19 pandemic made the endeavour more challenging and opportunity to learn more about the impact of such pandemic in the community particularly in semi- urban and rural areas. At the request of the Zunheboto District Task Force working to combat the spread of Covid 19, the college buildings were allowed to be utilized as Quarantine Centre making available the workforce of the college and the facilities. Students took the task of assisting the medical department and other front line workers, in critical areas such as management of Returnees from outside the state, catering services at 3(Three) designated quarantined centers within Zunheboto town, contact Tracing and other medical and non medical relief activities. Such extensive activities immensely helped the students to inculcate a sense of one's responsibility towards the community and vice-versa.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload any additional information	No File Uploaded

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

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

0

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

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

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

13

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****103**

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

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****0**

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

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is under the well established norms rules and regulations of the Government of Nagaland. The College has 9 (Nine) numbers of classrooms, one laboratory for Geography practical, one computer room, one Library with reading hall, one common room for teachers with an attached lounge, 5 office rooms, one boys hostel, one girls hostel under construction, one Girls Common Room, one cafeteria, 2 (Two) Seminar Halls, 3 residential quarters, a horticulture unit, water reservoir at different locations, one 10 KVA generator, one 500 KVA Solar panel, one windmill to generate renewable energy, a First Aid Room, CCTV in the college building and fire safety measures installed. At present the college is equipped with only 20(Twenty) computers catering to the needs of the students. However even with the limited computing equipments and facilities computer course is offered to the interested students on a regular basis. The rest of the computing facilities are managed for administrative work, library, IQAC and RUSA. There is an urgent need to augment adequate facilities to upgrade teaching learning process. The requirements had been listed and forwarded to the State government for which the authority has been persistently pursuing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/32.pdf

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

Sports- Outdoor facility: Establishment of sports facilities had been provided to the students since the establishment of the institution in 1980. The college has a spacious playground for all types of outdoor games and sports (football, Basketball, Volleyball) and other support system to facilitate the various activities. The size of the playground is 65,265 sqft and is used for multiple sports activities.

Indoor Games: The College has one indoor stadium cum multipurpose hall constructed in 2016 under UGC funding. The size of the hall is 50 x 85 x 40 ft. It is for used for various indoor games and also used for the purpose of conducting external examination and cultural activities.

Cultural Activities: College has specially design programme of Information Communication and Entertainment (ICE) Tracts for development of literary, creative and cultural talent of the students. In the beginning it carried the different activities throughout the year, since 2016, an annual festival christened as ICE FEST spanning 3 days has been organized under this programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/32.pdf

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

4,42,122

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

4.2 - Library as a Learning Resource

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

The library is automated with the ILMS software known as KOHA. It is fully automated with the OS-Version-18.11.04.000. It was automated in 2018 and facilitates the functioning of the library in a systematic and convenient manner. KOHA is a true enterprise- class integrated Library Management System (ILMS) with comprehensive functionality including basic and advanced option. KOHA includes modules for acquisition, circulation, cataloguing and many more. Offline cataloging and circulating are also available when there is no internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://zunhebotogovtcollege.in/admin/uploads/downloads/30.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

225000

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

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

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

1225

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

4.3 - IT Infrastructure

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

To deliver quality education and to ensure overall academic progress and development, the Institution has installed Wi-Fi internet connection (Reliance Jio). The service was activated on 10 January 2019. The college also has biometric fingerprint attendance system to maximize the contribution and working hours. However due to the global pandemic the use of biometric attendance has been suspended currently. CCTV cameras are installed at strategic locations. The college has 8 printers, 8 photocopiers, 4 LCD projectors, 2 smart boards and one digital camera. Teachers are entrusted with maintenance of these facilities.

Details of Wi-Fi

Installation of equipments: 19-09-2017

RFEZ (Media-UBR link): 05-01-2019

No. of Access points (AP): Indoor: 5

Outdoor: 2 34mb free data for the entire phone number per day

Maximum speed: 15mbps (From AP to UE)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/34.pdf

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****1406320**

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

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

Since the institution is under the policy, rules and regulation of the Government of Nagaland, so the college has no such specific established policy or any procedure for maintaining and utilizing physical, academic and support facilities. The college has constituted various committees to look into

maintenance and utilization of all facilities. A complete stock of all items in the college is maintained by the store keeper. The heads of departments report to the Principal their requirements and the Principal in turn addresses the same accordingly. The Geography laboratory is maintained by the lab assistant and bearers under the charge of the department. All sports goods are maintained under the supervision of the Sports Committee. Likewise the library books are purchased in consultation with the Library Committee. The college has regular gardeners, watchmen and sweepers. Strict regulations are maintained for the safe keeping of all sports items. The NSS of the college oversees the cleanliness and maintenance of hygiene in the campus. The members of the nonteaching staff under the supervision of teachers maintain cleanliness and are in-charge of beautification of the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/35.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

336

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

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

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

5

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://zunhebotogovtcollege.in/gallery
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

17

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

• The Zunheboto Govt. College Students Union (ZGCSU) as an extended hand of the college plays a vital role towards the progress of the college. Its main focus is on the welfare of the students by cooperating with the authority. It took the lead in representing the college in co-curricular and extra-curricular activities during the tenure 2020-2021.

• The ZGCSU have urged the State Minister of Higher Education and affairs to speed up the process of introducing Sociology subject and upgrading Education subject to Honors course. An application was forwarded to the Principal Secretary of the state government for the vacant post (a case of transfer to other college) in the Department of English to be filled up as early as possible

• Under its initiative the students participated in ANCSU e-Collegiate Meet cum beat contest on 14th & 15th Dec 2020 and won the 2nd position in Chess competition.

• At the initiative of ZGCSU, 32 Assam Rifles stationed at Zunheboto willingly extended help to the college by providing various maintenance machineries at their disposal and the required labor to clean the college compound that has been left unattended during the pandemic lockdown.

The election for the new team of the Executive Council was held on 17th April 2021

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload any additional information	View File

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

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

5

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Zunheboto Govt. College has a registered Alumni Association certified as reg.No.Home/SRC-7430 date 20-01-2020 in the Office of Registrar of Societies, Home Department Nagaland under Societies Registration Act of 1860. The association has been developmental agency towards the institution. During the session when the college buildings had been utilized as a Quarantine Centre, the members had a virtual meeting on 15th Oct 2020 for a plantation drive in the college campus. Accordingly in the month of November 2020 at the initiative of the Alumni Association the "Chengu Club" conducted a plantation drive, planting as many as 100 tree saplings in and around the campus. They also donated dustbins to the college. Further activity of the Alumni association involved was free services of photography, videography, sound operating during the

functions in the college and a financial contribution of Rs 7400 by the members. Most of the members taking keen interest in the development and progress of the college willingly come forward for any help solicited. The members maintain a close knit association and the college authority updates on the needs and progress of the institution.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/igac/8.pdf
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision statement:

- to fulfill the aims of higher education through teaching, research and extension activities with students and society, development of skills and potentialities of the students and to produce quality manpower.

Mission:

- to garner knowledge through various activities and inculcate value based education for the wholesome development of each and every student
- to produce skilled and disciplined students in various fields
- to train and mould students to be responsible leaders and

citizens of the society

- to produce positive thinking and creative minds for the generation of new knowledge
- to mould the students to develop innovative minds and to strive for a progressive society

The Principal of the College is the administrative head in matters of governance and is the link to the government and the college. He is assisted by the Vice-Principal who looks after all the academic affairs and monitors its smooth functioning. He takes up the responsibility of effective governance through monitoring all activities ensuring satisfactory result of the institute. Various committees/ Cells composed of faculty members assist the college authority in carrying out different activities of the institute

The principal provides perspective plans for the growth of the institution and gives direction for effective functioning of the college. Welfare of students always forms the centre of any perspective plan for the future.

Faculty meetings are conducted at the onset of every academic session to plan for the session ahead, and likewise, at the end of every academic session too, meeting of principal and the faculty are held to review activities of the closing semester where teachers participate and share constructive views for further improvement. Adequate autonomy is given to each department in the daily running of classes. Each department chalks out its own tentative lesson plan and schedules including conduct of other curricular activities of the department. The teachers association and students union are also platforms where the members develop decision making skills for the overall improvement of quality in teaching-learning process throughout the session.

Faculty members actively participate in faculty and departmental level meetings where important issues pertaining to the college, teachers and students are deliberated and take collective decision wherein it plays a crucial role in decision making of the institute. In this way faculty are also involved in the decision making process.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/gallery
Upload any additional information	No File Uploaded

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

The institute practices decentralized and participative management approach in all its activities involving faculty members at all levels. All the departments of the college function under the direct supervision of the Principal. Day-to-day academic activities of the departments are taken care of by the HoDs. Examination related activities and all academic matters are handled by Vice-Principal. Under the Establishment section, Head assistant is the overall in-charge of the non-teaching staff and is responsible for the smooth running and maintenance of the entire college office.

Under the direct supervision of the Principal, administrative establishment, examination, library and all academic departments are functioning. Time to time different committee members conduct meetings to discuss various issues and the resolutions made are passed on to Principal for further action. Similarly, the outcomes of the Principal meeting are passed on to individual faculty and staff for implementation. Various committees are in place to monitor different tasks and to review the progress of the same and accordingly take necessary, timely action for ensuring excellence in respective areas.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/29.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In order to realize the college Motto: "Struggle and Progress", the institute strives to complete the syllabus on time, modifies class routine in the beginning of each semester, and ensures optimum utilization of class rooms/online by adopting proper time management. Class tests, seminars, assignments, and project works are conducted, attendance of students in class is enforced, academic results are reviewed, teachers are oriented to keep themselves updated and teachers' performance is assessed.

The strategic plans for the College include construction of staff and teachers quarters, teachers' room, hostels, additional classrooms, purchase of more books for library, introduction of vocational courses, better internet connectivity etc. Other perspective plans set for future are the proposal for introduction of Science Stream, introduction of Sociology as elective subject, introduction of honours in Education, renovation and extension of class rooms, and water supply.

Despite the adverse effects of the situation, one activity that has been successfully completed as plan is the smooth shift from the real class room teaching to the virtual mode of teaching by using modern technological advancement available within the reach of teachers and students alike. Courses were completed, Assignment and project works were successfully done, internal and external assessment and evaluation of scripts were done and practical exams were conducted online. On the whole, despite the inconveniences faced, the students' performance was quite satisfactory.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/39.pdf
Upload any additional information	No File Uploaded

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

Principal

Vice Principal In-Charge

Advisory Board

Academic deptts

Ministerial Staff

Library

Extra Curricular Activities

(Members)

(Teachers)

(Office supporting staff)

(Librarian)

(ZGCSU,NSS etc)

The College Advisory Board was constituted since the inception of the college with members comprising eminent personalities, representatives from social organizations and administration of the district with Deputy Commissioner as the Chairman and Principal as the Member Secretary. The Advisory Board advises the college, gives logistic support and extends all possible help on any issue. Principal is the overall administrative head of the institution and is the final decision making authority on any matter. Assisting him is the Vice Principal who looks after all the academic related matters.

The HoDs supervise various activities of the respective departments. The members of the non-teaching staff are headed by Head Assistant who in turn is assisted by Accountant and other supporting staff to carry out daily office establishment work. The Library is manned by the Librarian who is assisted by the assistant Librarian. Besides academic activities, the college is also involved in conducting co-curricular and extra-curricular activities headed by conveners or teachers-in-charge and a few members of the faculty. Various activities include NSS, NCC, Students' Union, Information, Communication and Entertainment (ICE) Fest, Evangelical Union (EU), etc. The aim of all these activities is to develop students' overall personality and build leadership qualities so as to mould them to be an asset to the society at large.

Being a government institution, the college comes under the control of Nagaland Higher Education Department. Service rule, procedures, recruitment and promotional policies are strictly governed by the Nagaland Higher Education Service Rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://zunhebotogovtcollege.in/admin/uploads/downloads/13.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and

B. Any 3 of the above

Support Examination	
File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>Following welfare schemes and provisions are in place for teaching and non-teaching staff in the institution:</p> <ol style="list-style-type: none"> 1. General Provident Fund (GPF) facility 2. General Insurance Scheme (GIS) 3. National Pension Scheme (NPS) 4. Transportation facilities <p>Residential Quarters for Principal and three (3) grade IV staff quarters. The faculty is facilitated to attend various professional development courses/activities throughout the academic year. The college takes the responsibility to facilitate bank loans for the faculty and staff members. The Zunheboto Government College Teachers' Association (ZGCTA) has some independent welfare funds with which it extends relief to its members during the time of necessities and emergencies.</p>	
File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/45.pdf
Upload any additional information	No File Uploaded
6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	
6.3.2.1 - Number of teachers provided with financial support to attend	

conferences/workshops and towards membership fee of professional bodies during the year

Nil

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

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

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

2

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

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

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

34

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

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

All teaching and non-teaching members of the staff are assessed annually by means of Annual Performance Assessment Report (APAR) which is reviewed and evaluated by the reporting officer and forwarded to the Government. Every employee's performance is assessed yearly after completion of one academic year. Systematic evaluation of the performance of employee is done to understand the ability of a person for his/her further growth and development. There are different parameters to assess the performance of teaching and non-teaching staff. Faculty members are assessed based on the APAR submitted after self assessment. The parameters of assessment include a brief description of duties, exceptional contribution if any, factors that hinder performance and the skills that are required to be upgraded through training programmes. The APAR Performa filled by the faculty is checked and verified by the Reporting Authority for ratings and grading. It is then sent to the higher authority for final grading.

Data on performance of the faculty and non-teaching staff through students' questionnaire feedback are annually assessed and analyzed by the IQAC. To maintain dignity and privacy, the outcome of the analysis is conveyed confidentially by the Principal to the concerned teachers with suggestions for improvement. Faculty meetings, Zunheboto Government College Teachers' Association (ZGCTA) meetings, HoDs meetings, IQAC

meetings offer good platforms for discussions and suggestions for rectification of weakness and shortcomings and exploring more effective methods of teaching.

Performance Appraisal System has helped the college to assess the performance of employees. The systematic procedure has helped the Management to motivate the employees for better performance. It helps the college to analyze the strength and weakness of the employees in its attempt to provide the best to the students.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/igac/3.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audits are carried out usually by a three member audit committee. External audits are carried out by the Office of the Accountant General. The last such audit was done by the AG Office in October 2016 for the period from 01. 02. 2016 to 30. 09. 2016. All account books are maintained by the Accountant. Queries if any in the Audit Note are analyzed and communicated to the AG Office. All the funds received from the government are audited by the Office of the Accountant General triennially and the internal financial resources are spent and audited internally.

However, of late, the college has got all its accounts for a period from 31st March 2019 till 31 March 2021 audited by a registered Chartered Accountant.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/43.pdf
Upload any additional information	No File Uploaded

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

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

Nil

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

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

The major sources of receipts are government allocations and admission fees. Expenditures are made based on the funds available. However, whenever unavoidable expenses are incurred, for instance wages and salaries, additional fund from government is sought for.

Being a government run institution, the college does not have any specific strategies for mobilization of funds from any source other than contributions from philanthropers, church organizations, well wishers and alumni. The resource mobilization is done mainly through fee deposits from students' admission during the beginning of every semester and the annual budget from the state government. The RUSA scheme under UGC has been a great source of funding for the institution for infrastructural developments.

The funds collected from the students are used for purchase of equipments, stationery and for management of

different academic activities to support the career of students. Budget received from the State Government is utilized to meet the day-to-day operational and administrative expenses and maintenance of the fixed assets.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/downloads/43.pdf
Upload any additional information	No File Uploaded

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

The Internal Quality Assurance Cell (IQAC) was constituted in 2006 to monitor the quality of services being provided by the institution to its stakeholders. It is formed so as to initiate quality assurance strategies and processes and is committed to continuously improve the infrastructure, enhance the competence of the faculty, and empower the students for self-learning. Reviewing the quality policy is done every semester and the revision takes place as and when required by the IQAC. Parameters related to enhancing of quality of the institution like workshops, conferences, faculty Development programmes, innovations in teaching and more are considered after the approval of IQAC committee for quality improvement. Feedback from the stakeholders such as students, alumni, parents are given due importance for improving the quality.

Two practices institutionalized as a result of IQAC initiatives are:

1. Community Service

In order to generate a taste for manual work among the students and to educate the students and masses in areas of health, hygiene and social responsibility, community service is practiced as one of the best practices in the college.

2. Sustainable/ renewable energy

The college is located in an open hillock conducive for harvesting solar energy. Moreover, the place is windy and hence ideal for tapping wind energy. The power requirements of the college are not high and so the power generated by the solar panels is sufficient at the moment. It is used to tide over the power cuts and load-shedding. Thus generation of non-conventional energy is another best practice of the college.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/iqac/19.pdf
Upload any additional information	No File Uploaded

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

Ever since the first cycle, the IQAC has become one of the most important organs for overseeing every aspect in the college. There has been marked improvement in creating consciousness in the minds of both faculty and supporting staff. Each department has been maintaining the necessary documents like personal file, meeting minutes, and action taken reports. Different cells/committees maintain all relevant documents for records. The internal academic and administrative processes are monitored continuously and are audited periodically through IQAC. The reports of these bodies form an input to the Internal Quality Assurance processes thus resulting in improvement. Incremental continuous improvement is an ongoing effort in the institution to improve the system and processes. Different committees as a result of the rigorous assessment evaluate each student's performance based on their ability to ensure better teaching- learning outcome.

IQAC periodically reviews the teaching learning process through the conduct of the following regularly:

- It organizes seminars/workshops to update the knowledge and enhance the research skills of the faculty.
- It constantly monitors activities such as class attendance and performance of students and takes necessary steps for its improvement.
- It receives reports from various committees and monitors follow up activities.
- It monitors the mentoring and remedial teaching programme.
- It monitors various Club activities.
- It suggests various measures for improving infrastructural facilities in the college campus.

The college, following the university framework, prepares class routine for optimum time utilization for both academic and co-curricular activities. Academic calendars are framed for every academic session, holiday lists are drawn up and circulated, time frame for conducting tests, assignments and seminars are stipulated and distribution of duties and delegation of work is done through various committees. For administrative activities, the directives derived from the Directorate of Higher Education are strictly adhered.

Two examples of institutional reviews and implementation of teaching and learning reforms facilitated by the IQAC are:

Lesson Plan:

On the onset of every semester, every teacher is required to update himself or herself along the syllabus he or she is going to handle. The methodology of teaching, therefore, requires comprehensive planning so as to make an outline of time frame in which each teaching unit and teaching related activities will be completed. In this way proper planning is done before hand for effective deliverance.

Result Analysis:

The performances of the students are evaluated and analyzed for further improvement within a week after the university declares its results. Comprehensive analysis of results is done for

assessing various student learning outcomes. Such review initiated by IQAC plays a leading role in the reviewing of the teaching learning process and methodologies.

File Description	Documents
Paste link for additional information	https://zunhebotogovtcollege.in/admin/uploads/iqac/16.pdf
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://zunhebotogovtcollege.in/admin/uploads/iqac/24.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college promote management of waste for a clean and safe environment. The college utilises sanitary landfills, composting, combustion, re-use, reduce and recycle techniques

for effective mitigation of solid wastes. To manage solid waste, waste bins are kept in every classroom and at different points of the campus. Bamboo waste bins contributed by the students are also kept in and around the college campus. National Service Scheme (NSS) volunteers carried out cleanliness drive and observed Swachh Bharat Day to augment waste management in the campus. World Environment Day is observed every year in fighting against world environmental problems under different UN theme. The college is also actively taking part in the Government of Nagaland initiative to ban single use of plastics. To manage liquid waste, the college has maintained drainage system for proper disposal of liquid waste. E-waste or discarded electrical or electronics devices are collected and store in separate room within the college campus. Reuse, resale, salvage recycling through material recovery are the techniques used for disposal of e-waste.

File Description	Documents
Annual gender sensitization action plan	https://zunhebotogovtcollege.in/admin/uploads/downloads/33.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The college promote management of waste for a clean and safe environment. The college utilises sanitary landfills, composting, combustion, re-use, reduce and recycle techniques for effective mitigation of solid wastes. To manage solid waste, waste bins are kept in every classroom and at different points of the campus. Bamboo waste bins contributed by the students are also kept in and around the college campus. National Service Scheme (NSS) volunteers carried out cleanliness drive and observed Swachh Bharat Day to augment waste management in the campus. World Environment Day is observed every year in fighting against world environmental problems under different UN theme. The college is also actively taking part in the Government of Nagaland initiative to ban single use of plastics. To manage liquid waste, the college has maintained drainage system for proper disposal of liquid waste. E-waste or discarded electrical or electronics devices are collected and store in separate room within the college campus. Reuse, resale, salvage recycling through material recovery are the techniques used for disposal of e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://zunhebotogovtcollege.in/admin/uploads/downloads/62.pdf
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts

C. Any 2 of the above

Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

The Institution believes in equality of all cultures and traditions though the majority of students are drawn from the indigenous tribes of the region as such the Institution does not have any intolerance towards cultural, regional, linguistic, socio economic and other diversities. With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Pt. Jawaharlal Nehru, Sarvepalli Radhakrishnan. On the birth anniversary of Mahatma Gandhi a quiz programme was organized by the Department of History in which along with the College students, students from three higher secondary schools from the town also participated and greatly benefitted.

The NCC unit of the College participated in the Republic day celebrations on 26th January 2021.

The Research Committee (RC) and the Internal Quality Assurance Cell (IQAC) of the College organized a three-day Regional Workshop on "Adolescent and Youth Development in NE India: Opportunities, Challenges and Way Forward" under the programmes for development of North Eastern youth through higher educational institutions being implemented by Rajiv Gandhi

National Institute of Youth Development (RGNIYD), Ministry of Human Resources and Sports, Government of India from 4th to 6th March 2020. The Workshop focused on the role of youth towards social responsibility and social work.

During the ICE (Information, Communication and Entertainment) Fest being organized by the College annually which spreads for three days, the students organize cultural programmes depicting local, regional, state and national culture which is a move towards national integration by the Institution.

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

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

The College takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps which inculcates in them the value of saving lives. The College also conducted special lectures on move towards constitution where Ms. Oliv, an alumni of the College and Gold Medalist in both UG and PG programmes of the Nagaland University, enlightened the students about the importance of the Indian Constitution and how we must work in the direction of saving our constitution. She narrated the fundamental rights, duties, values and responsibilities of citizens as mentioned in the constitution of India. She appealed to all the staff and students to remember the struggle of freedom and respect the National Flag and National Anthem. The special lectures also focused on enlightening the students about their rights and duties being the responsible citizens of the country. Singing of national anthem in the campus every day is practised so as to bring about a feeling of patriotism among all.

The students have taken up many cleanliness drives both inside

the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the College whereby the College has organized an awareness rally for the students. The College has also conducted a voter awareness programme to sensitize the students about their constitutional powers of voting. The students of Political Science department study the constitution of India as a compulsory paper which sensitizes the students about constitutional obligations. Every year the Republic Day is celebrated on 26 January by organizing activities highlighting the importance of Indian constitution. Independence Day is also celebrated every year to highlight the struggle of freedom and the importance of Indian constitution.

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

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college celebrates different national and international commemorative days to inspire students and aware them to understand the important of the day. Republic day is celebrated every year on 26th of January to mark the historic day of our country as a sovereign republic nation. International Women's Day was celebrated on 8th of March to mark the tremendous efforts of women & girls around the world in shaping an equal future and recovery from the covid-19 pandemic under the UN theme "women in leadership: achieving an equal future in a covid-19 world". About 50 students including teaching and non teaching faculty participated. International Yoga Day was celebrated on 21st of June under the theme "Yoga for wellness" organised by the college National Service Scheme (NSS). Students and teachers participated by sharing yoga pose from their respective residence due to covid-19 pandemic. The college celebrated World Environment Day on 5th june 2021 under the world theme "reimagine.Recreate.Restore" to promote ecosystem restoration. Students and teachers observed the day by taking up ecosystem services such as watering, trimming, planting, sweeping, picking wrappers etc. The Chengu club of Zunheboto district has extended its valuable services by planting ornamental plants in and around the college campus.

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

7.2 - Best Practices

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

The context

Environment and human health are closely linked. Unhealthy state of the surrounding affects the health of a community. A clean and hygienic environment leads to a healthy life and eradicate possible health related issues. Thereby to culminate healthy lifestyle, the students take up mainly the cleanliness drive in and around the village with community participation which help to keep the environment clean and also generate awareness among the students and the general public.

The practice

Students rendered their selfless service to the communities to promote cleanliness and create awareness among the society. The community service is made compulsory for all the first semester degree students. For this purpose Teachers -in-charge of the community service are appointed at the beginning of the academic year. The teacher -in-charge in consultation with the village council will plan the date and nature of the work. Activities include cleaning of drainage, approach road to the village, surrounding school area, church and public meeting sheds were done. The students and staff were made compulsory to carry its own drinking water so as to minimise waste generation. Transportation and refreshment were sponsored by the college.

Evidence of Success

The community service extended was well received and appreciated by the villagers. Further, it states that such

service initiated by the students act as an encouragement to collaborate for the common goals that benefits all. On the other end, the students and Teacher-in - charge take pleasure to explore into a new environment and spread awareness directly through actions. Thus, it proves beneficial on both ends.

Problems encountered and resources required

A team of dedicated teachers, staffs and students volunteer to meet the need of financial resources to provide transportation and refreshment. The host village also extends its gesture by providing tea and snacks. Due to the covid-19 pandemic, community service was inconvenient to practice in its full capacity.

2. Sustainable/Renewable energy

Objective of the practice

- To promote the use of clean/green energy.

The Context

Clean energy is an ideal way to tackle the global crisis climate change. The state of Nagaland is not self sufficient in its energy resource and is dependent on other neighbouring states to meet its power requirements and hence there are frequent power cuts and load sheds. To meet such requirement, the government of Nagaland commissioned the 10K Wind Solar Hybrid Power Plant on 9th April, 2013.

The practice

The college is located in an open hillock conducive for harvesting solar energy. Moreover, the place is windy and hence ideal for tapping wind energy. The power requirements of the college are not high and so the power generated by the solar panel is sufficient at the moment. It is used to tide over the power cuts and load shedding.

Evidence of Success

The college has 30 KVA generators but the energy power by the solar panels is sufficient to meet the need of power consumption in the college. Thus the use of fossil fuels is minimised.

Problems encountered and resources required

The problem involves maintenance of the power plants. Any solar related problems encounter by the college requires a mechanic trained in the field.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The institution is very keen at facilitating personal commitment to the educational success of students and thus the college authority, senior members and examination committee prepare the academic calendar well in advance before the commencement of the semester. The faculty members before the session commences prepares lesson plan and make it available in the library for ready reference. The following methods are adopted to transform the academic environment:

- Use of ICT facilities for presentation by the faculty wherever required.
- Encourage students to do oral presentations.
- Identifying the academic and personal problems of the ward by each mentor so as to help overcome such problems.
- Encourage the wards to participate both in curricular and extra-curricular activities.

In addition, the following methods of learning experiences are provided to the learners:

- Field trip
- Project work
- Oral presentation
- Paper presentation and group discussion
- Use of ICT in delivering and learning process

Feedbacks system

Feedbacks are obtained from different stakeholders, especially, from parents, students, faculty and alumni to effect qualitative changes that are required.

The students play a major role in events such as ICE fest, sports week, Fresher's day, parting social etc which are organised by the college to inculcate the quality of co-operation, co-ordination and team work spirit in them. Personality development programmes and seminars are being conducted so as to improve the communication skills and soft-skills of the learners.

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

7.3.2 - Plan of action for the next academic year**Future Plan of Action for the next academic session 2021- 2022**

In continuation with the effort taken by the institution post accreditation towards augmentation of physical and academic infrastructure, the college has the following targets to materialize in the next academic session:

1. Introduction of Sociology. For this the college has written to the Directorate of Higher Education for necessary procedures and approval. The Nagaland University has been duly communicated in this regard.
2. To introduce honors in the Department of Education.
3. To complete the construction of Girls Hostel at the earliest.
4. To facilitate the process of introduction of Science stream as deemed necessary by several stakeholders of the college.
5. Addition of first floor on the existing building for more classrooms.
6. To sign up for MOUs for student/teacher exchange program with the institutions.

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