



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>ZUNHEBOTO GOVT. COLLEGE</b>
• Name of the Head of the institution		<b>Dr. K. Kalito Chishi</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>8787612182</b>
• Mobile No:		<b>7005501257</b>
• Registered e-mail		<b>zgc1980zbto@gmail.com</b>
• Alternate e-mail		<b>semajekugha@yahoo.com</b>
• Address		<b>North Point Colony Zunheboto</b>
• City/Town		<b>Zunheboto</b>
• State/UT		<b>Nagaland</b>
• Pin Code		<b>798620</b>
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		<b>Affiliated</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Semi-Urban</b>
• Financial Status		<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Nagaland University				
• Name of the IQAC Coordinator	Rosy Kinny				
• Phone No.	8414976734				
• Alternate phone No.	8787611538				
• Mobile	9366154057				
• IQAC e-mail address	rosykinny35@gmail.com				
• Alternate e-mail address	neisetuono@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://www.zunhebotogovtcollege.in/AQAR2022-2023.doc">http://www.zunhebotogovtcollege.in/AQAR2022-2023.doc</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://zunhebotogovtcollege.com/iqac/">https://zunhebotogovtcollege.com/iqac/</a>				
<b>5.Accreditation Details</b>					
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			30/10/2006		
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	
NIL	NIL	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"><li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li></ul>	No	
<ul style="list-style-type: none"><li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li></ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"><li>• If yes, mention the amount</li></ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
IQAC prepared the list of important National/International Days to celebrate/observe during the session 2022-2023 and entrusted various committee and departments to undertake the activities.		
IQAC in collaboration with the Research Committee, Zunheboto Government College (ZGC) conducted a 'One-Day Workshop on Referencing Methods' for the teaching faculties on the 5th of May 2023.		
On the occasion of Oral Cancer Screening Month under National Health Mission (NHM) the IQAC initiated an Oral Cancer Awareness program organized by National Oral Health, District Hospital Zunheboto on 4th April 2023 at Zunheboto Govt. College. The health team was led by Dr. Rosy Senior Dentist under National Health Program.		
IQAC initiated the participation of 20 students at the Collegiate Girls Camp at Lumami from 6th -9th April 2023.		
Started a Skill Based Certificate Course in Baking & Tailoring in collaboration with Pinnacle Skills- a training partner under National Skill Development Council (NSDC) with 14 students in the first batch students starting from May 2023.		
<b>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</b>		

Plan of Action	Achievements/Outcomes
1. To oversee the departments and Committee undertake activities in compliance with the NAAC guidelines.	All the departments and Sub-committee submitted the reports of the activities to IQAC.
2. To prepare calendar of events for 2022-2023	IQAC prepared calendar of events of important National/International Days to celebrate/observe during the session 2022-2023 and entrusted various committee and departments to undertake the activities.
3. To procure more books in the Library through the Library Development Fund.	Seven hundred fourteen (714) new books were procured during 2022-2023 academic year.
4. To review on the Two Best Practices of the College.	At the initiative of IQAC Skill Development, activities were introduced February 2023 in the form of Language Clinic and the Reading Club, the objective is to enhance the soft skills of the students and to facilitate the learning process in the long run.
5. To initiate more of Skill Development and Capacity Building program for the students.	Started a Skill Based Certificate Course in Baking & Tailoring in collaboration with Pinnacle Skills- a training partner under National Skill Development Council (NSDC) with 14 students in the first batch students starting from May 2023.
13. Whether the AQAR was placed before statutory body?	Nil
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

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

Year	Date of Submission
2022-2023	Nil

**15. Multidisciplinary / interdisciplinary**

In accord with the vision of the National Education which has been ambitiously envisaged in the policy document of 2020, Zunheboto Govt. College has been gearing itself to start with physical infrastructural development to induct multi-discipline courses. The first in the process is introduction of more discipline in the arts stream, namely department of sociology and honors in the department of education. Next in line is the effort to introduce science stream keeping in view the demand of the students in the district. Zunheboto town itself has about 10 (ten) higher secondary schools with good output academically every year. There is a pressing need to cater to the students of varied economic conditions while another crucial fact is that the catchment area is now very large and therefore this institute of higher education has to be qualitatively and quantitatively upgraded without delay. Visualizing the reality of non-availability of institute of Teacher Education there is a crucial need for introduction of B.Ed programme in this college. This program will in effect facilitate thousands of teaching aspirants receive the required qualification to become school and secondary teachers. In this time of specialization we focus on soft skill development among students and the youth so as to equip them sufficiently to face competitive age with confidence. On the good practice of the institution, the college has good working environment among the faculty making possible the interaction easy and understandable even with new disciplines that may be introduced. This area is considered important as to embark on lateral entry and exit in the system. Value will be a vital component for the upcoming years. Deviation from traditional values is the direct result of modern life style and attitude. Training on the importance of values of life can be possible through a series of talks with students on different themes. For this to happen, practically chances will be allotted to teachers and students as well.

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

Yet to be initiated

<b>17.Skill development:</b>
Art and Craft training will be another focus of this institute besides folk music and folk dances. Teaching of Indian languages will be initiated to overcome language barrier among the students. Subject matter experts will be outsourced or invited within the city or nearby areas. In view of NEP 2020 the college will initiate regular skill development programs for the students at different levels.
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
The vernacular language of the district is Sumi. However at present as a academic study the language is taught only up to the secondary level, The Sumi Literature Board (SLB) is working overtime to produce text book and syllabi in Sumi language to be taught upto Degree and university levels in near future. During literary week the college organizes quiz on Indian histories of ancient and medieval period to enable students understand the importance of these knowledge. The college incorporates Indian music, dance and attires during the Cultural Fest and Annual Fest to preserve and appreciate the colorful culture of India.
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
Students are taken for exposure trips to historical places and places related to the course of study. It provides opportunity to interact with people of different vocation and get firsthand knowledge about living conditions of people living in remote villages. One major effort towards bringing back the roots of their culture is conducting project works and assignments based on the cultural background of the students. This greatly helps in expanding their knowledge of the culture and tradition of the tribe and a realization of the uniqueness of the people and the culture they embrace.
<b>20.Distance education/online education:</b>
ODL mode for inculcating vocational courses is a new challenge for this college. Nevertheless in the near future with the demand of the new knowledge the college shall make an effort to introduce the system. The Distance education/Online education is yet to be implemented.
<b>Extended Profile</b>
<b>1.Programme</b>

1.1	164
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	575
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	388
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	109
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	30
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	25
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	14
4.2 Total expenditure excluding salary during the year (INR in lakhs)	485000
4.3 Total number of computers on campus for academic purposes	25

## 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 Zunheboto Government college current curriculum is framed by the Board of Under-Graduate Studies (BUGS) and Nagaland University. The Nagaland University initiates revision of curriculum periodically accordingly with the guidelines of NEP 2020. At present the college has implemented Choice Based Credit System.

For effective delivery of curriculum, the college follows a systematic process such as following Class routine prepared by the college, preparation of lesson plans by teachers at the start of academic session for systematic and timely delivery, maintenance of Registers for daily class record by respective departments to ensure accountability in the delivery of syllabus and open online access system and physical access to over 6100 books in library for both the students and the teachers.

The teachers adopts various teaching methods which are practice flexibly according to the needs and nature of discipline such as the use of PPT-OHP, dictation of class notes, classroom paper presentation and project works. Feedback are collected from students at the end of academic session for effective delivery of curriculum. Hence, the institute ensures to carry out effective curriculum



delivery through a well-planned and documented process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

On a regular basis the head of the institution along with the faculty members held meeting as such in the beginning of every new academic session meetings were held and detailed discussion was carried out for the effective implementation of academic calendar. The

IQAC prepares calendar of events for the entire academic year. Accordingly a plan of action and its implementation take place under the supervision of the head of the Institution and head of departments. In the college all the academic activities are monitored by the IQAC for this the IQAC issues regular notices and direction to all the Head of the Department's at a regular interval as well as review meeting are held regarding to discuss on various academic activities.

Various committees were formed to carry out various responsibilities. Every committee gives timely report and update with regards to the progress and future activities to the Head of the institution as well as faculty members during meeting. Continuous internal evaluation is carried out three times in a semester. The internal assessment is carried out through class test, project works, assignments and presentations. And hence accordingly the students are assessed throughout the semester.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

128

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

27

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

With a view to integrate crosscutting issues related to gender, environment and sustainability, human values and professional ethics, the college has incorporated a variety of courses into curriculum to ensure that our graduates are not only academically proficient but also ethically conscious and socially responsible.

**Professional Ethics:** Students are educated on topics like honesty, integrity, respect, responsibility, credibility, ethical and responsible use of resources and technology in order to equip them with necessary soft skills for prospective future profession.

**Gender:** Gender sensitivity activities that allow students to interact with real-life circumstances, addressing discrimination and harassment issues under Internal Complaint Cell, Anti ragging and anti-sexual harassment cell. To promote gender equity among the students, the college provides flexible seating arrangements in the class rooms, equal representation of both genders in the leadership positions of class and college level committees, ensure fair opportunities in academic and extra curricular activities.

**Human Values:** Various departments of the institution as well as NCC, NSS, RRC, Women's Cell, Community Service Committee are actively involved in conducting several activities and programmes for inculcating values that go beyond academic achievements.

**Environmental studies:** All UG programmes under Nagaland university contains course on environmental studies. The students also undertakes various project works on diverse range of environmental themes such as renewable energy solutions, waste management, recycling, biodiversity conservation, water conservation etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

108

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

### C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2023/12/Teacher-Assessment-Report-2023.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2023/12/Teacher-Assessment-Report-2023.pdf</a>

## 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	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

### 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:

The students who perform exceptionally well in their internals as well as externals assessments are categorized as advanced learners. These students not only secure exceptional marks in their assessments but also show keen and creative interest and participation in classroom activities whereby display of both cognitive and conative abilities are witnessed. These students showcase effective problem solving activities and hence prove to be proficient leaders in many group-based activities as well as positive and impactful participation in seminars and other inter-departmental activities. Teachers take a responsible role of a mentor to positively encourage these students to enhance their abilities that would help them secure laurels in all areas including excellence.

#### Slow Learners:

Special focus is given to individual mentoring for the students under this criterion in addition to remedial classes and remedial tests. These students perform more progressively with special counselling from teachers who are assigned as mentors. Special emphasis is given to support and encourage the students morally and emotionally to be more diligent and hardworking. Parent-Teacher's synergistic role also proves to be a progressive guiding factor in this regard.

File Description	Documents
Link for additional Information	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
431	28

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

**Class Presentations:**

Different topics (syllabus based) are assigned to the students to prepare and present short class presentation. This activity is aimed at not only providing students the opportunity to learn the subject matter but also at creating an opportunity to hone their oratory skills and self confidence.

**Role Play:**

Especially for English Literature classes, enacting a drama in the class, where the students play the role of different characters in the plays prescribed by the syllabi not only create a fun-filled, memorable experience, but it also allows the students to deeply understand the characters, plot and thematic elements of the play in a more animated and impressionistic manner.

**Debates:**

Conducting debates provide an argumentative learning opportunity which helps the students to develop their critical thinking and also enhances their demonstrative skills in terms of speech.

**Group-based activities:**

A certain topic or problem is introduced to students who are divided into groups, usually comprising of 5-10 members by the teacher; the main task being presenting the assigned topic or solving the assigned problem. This method encourages comprehensive learning through group discussions, fostering the skill of working in a team, and accumulating as well as learning from different ideas or opinions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

With the paradigm shift in making education from teacher centric to



student centric, the institution incorporates the use of ICT to transform the classroom learning and to also empower both the teachers and learners in achieving an effective teaching -learning process.

The following ICT tools are used

1. Projectors are installed in General Classrooms of all the semester.
2. Desktop and Laptops are arranged at Computer Lab and Library Hall.
3. Printers and a multifunctional photocopier machine are installed at Lab and Library Room.
4. A Multifunctional scanner is available in the Lab
5. One smart board is installed in the specific-use classroom.

Additionally, the Seminar room cum Conference Hall is equipped with one Smart board and smart facilities; the institution is equipped with Digital Library Resources that is subscribed to NList.

The college also incorporates blended learning platforms such as Google Classrooms for dissemination of online learning materials and discussions pertaining to the syllabus and respective class WhatsApp groups are also created.

Besides, PPTs, Audio-visuals, slideshows and such other multimedia tools are also used by teachers to engage the students, to enhance and optimize the teaching learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Teachers-using-ICT.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Teachers-using-ICT.pdf</a>

### 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

25

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

## 2.4 - Teacher Profile and Quality

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

5

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

### 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

190

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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). At the commencement of the academic session, the college develops a tentative academic calendar and a transparent mechanism of internal assessment.

Every semester, each department conducts an internal assessment of 30 marks from categories such as assignments, presentations, projects, seminars, Group Discussions, etc to assess the students learning process. With the introduction of Choice Based Credit System in June 2022, the internal assessment is conducted for 25 marks whereas the mechanism for assessment has remained the same. However, the teachers are at will and given the prerogative to conduct any number of Assessments and tests other than scheduled by the college, if they deem fit and benefits the students.

The test papers and assignments are distributed to the students after careful evaluation and entry of marks in the register while necessary feedbacks are given by the concerned teachers to help them improve. To ensure transparency of the evaluation process, the college prepares the internal mark lists which is then printed and displayed on the Notice Board for students' perusal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://zunhebotogovtcollege.com/academics-2/">https://zunhebotogovtcollege.com/academics-2/</a>

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

**Department Level:**

- Any complaints or appeal for verifications regarding internal assessment or internally conducted University examination are handled by the subject teacher under the guidance of the HoD.
- The Students Grievance Cell at the college level, also play a pivotal role in listening to the appeals or grievances made by students and address to appeals against department level decisions. University level cell/committee shall address appeals against College level decisions.

**College Level:**

- Students are given a handbook with detailed information about evaluation system and the process for initiating grievance redressal in regard to evaluation.
- Students are oriented by the concerned HoD.

**University Level:**

- Grievances regarding semester examinations conducted by Nagaland University, are handled as per University proceedings.
- University examination related issues/appeals are communicated through the supervision and guidance of the Principal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>

**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 students are made aware of the programme specifics and course outcomes through college website and prospectus, which states the details of various Programmes and Courses at the beginning of every Academic Session. Induction programme is organized for first semester degree students in which the broad objectives of courses/programmes, mode of internal assessment and college facilities are explained. 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.

**Course Outcome:** The course outcome helps the students to manage the resources effectively to the maximum extend. This creates ways to improve the process continually. For the B.A degree programme, expectations are listed out by the institution under the Programmes Outcomes. This enables the students to identify and analyze complex problems. They also apply reasoning and understand the impact of the solution in societal and environmental context. They learn to apply ethical principles and become committed to professional ethics and their responsibilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The attainment and the level of attainment of POS, PSOS and COS are measured through the performance of the students in the internal assessment, tests, quizzes and end semester examination which are conducted by the college according to the schedule set by the affiliating university, to measure the attainment of programme specific outcomes and course outcomes. The college also facilitates accessibility of teachers, organizing seminar, assignment and class participation to enhance the progress of the students. Based on the Course Outcomes, Programme Outcomes, and Programme Specific Outcomes, the student learn goal-setting, problem solving and decision-making techniques. The institution evaluates the students 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 classroom, Behaviour

on the campus and Extracurricular activities. Apart from academics, some students also perform well in curricular and extra-curricular activities both in intra and inter college level for which certificates of appreciation are giving to them. The overall performances reflect the level of attainment of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>

### 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

79

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

### 2.7 - Student Satisfaction Survey

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

<https://zunhebotogovtcollege.com/wp-content/uploads/2024/02/Students-Satisfaction-Survey-2022-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

2 lakhs

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

nil

File Description	Documents
List of research projects and funding details (Data Template)	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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Null



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

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

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

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

6

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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****1026**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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****1**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****0**

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

## 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 institution has ample physical facilities for teaching learning via classrooms, laboratories, computing equipment etc. The College also has enough facilities and learning resources prerequisite of different academic programs and statutory norms.

- : There are 15 well-equipped classrooms inclusive of one seminar hall with a smart board.
- : A conference hall with a smart board and a well- furnished multipurpose hall for managing workshops seminars, and other activities.
- : The College provides quality education in the Arts stream, which has one Geo-laboratory with the basic necessary equipment for imparting practical knowledge to the Geo-students.
- : The institute has one Computer center which has 25 computers equipped with network facilities.
- : The well-stocked library has a seating capacity of 20 users at a time which is fully automated with Koha software (students and teachers are given access to the digital database) .Other facilities in the library are

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/infrastructures/">https://zunhebotogovtcollege.com/infrastructures/</a>

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

- : The College gives fairly good opportunities to all the students for exploring their talent and creativity. A spacious auditorium and conference halls is being provide to the students for organizing and participating in various co-curricular cultural activities. The college has observes every Wednesday of the week to wear traditional attire, which is

mandatory for both students as well as staff of the college. The college used to conduct its annual cultural fest as "Cultural Day" and ICE feast spanning for two to three days to show their literary and creative skills and compete among the students. Fresher's day and social parting days are also organized for the students every year.

o

The college has indoor game facilities like table tennis, chess, caroms etc. The students actively participate in the various competition conducted by sporting agencies in the District as well as at University and State levels, besides a two- day Annual Sports Meet.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/infrastructures/">https://zunhebotogovtcollege.com/infrastructures/</a>

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

2

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

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

5139800

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Library is automated using Integrated Library Management System (ILMS),

Name of the ILMS Software: KOHA

Nature of automation (fully or partially): Fully

Version: 18.11.04.000

Year of automation:2018

The library uses Koha Software: Library Management Software version 18.11.04.000 to manage the catalog of the library and to keep the records of transactions of the books available in the library. There are many features in the software to facilitate the librarian in maintaining proper records of available books as well as issued books. Some features of the Koha software include:

OPAC is also available from where users can access the library catalog.

Keep records of different categories of books.

Classify the books subject-wise.

Keep records of complete information about the book like the author's name, and publisher's name.

Easy way to know the status of a book.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://zunhebotogovtcollege.com/library-2/">https://zunhebotogovtcollege.com/library-2/</a>

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

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

**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)**

456474

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

**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**

76

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The College provides computers, communication devices, e-mail, and internet resources to authorized users and assists them in performing their work and fulfilling their academic needs.

IT resources used:

Network devices wired/wireless

Internet access

Official website

e-mail services

Projectors

Documentation facilities (printers and scanners)

Multimedia contents.

Objectives:

To provide all the necessary IT resources as per the academic program.

To ensure that the products are updated.

Review the policies at least once a year.

To ensure the security of the college's information system by adhering to applicable security measures that include the usage and safety of all necessary passwords.

The IT policy covers the following:

Bonafide students of the college.

Members of faculty.

Administrative staffs.

Guests (as and where required)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/computer-room/">https://zunhebotogovtcollege.com/computer-room/</a>

#### 4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

5139800



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

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

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	<a href="https://zunhebotogovtcollege.com/multipurpose-building/">https://zunhebotogovtcollege.com/multipurpose-building/</a>

## 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

202

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

4

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

**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	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

230

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

230

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)	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

2

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

nil

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 students union organized in collaboration with the cultural committee a Pre-Ahuna (Harvest Festival of the Sumi Naga) concert on 2.11.22, Fresher's day was organized by the council on 16.8.22, Teachers day was observed and celebrated by the council on 5.9.22. Various dignitaries were invited during the organization and the observance of the programs mentioned above. Dignitaries such as, administrative officers of the district and administrators of various schools were invited as guests.

The council also took part in a free blood test drive on 26th to

27th July 2023. The council under its initiative has constantly urged students to be blood donors in times of need at the various health facilities in Zunheboto. The practice has aided many lives in the town seeking blood transfusion. The students union also assisted the sports committee Zunheboto Govt. College in organizing the annual sports week 2022 which was held on 14th to 16th October 2022.

File Description	Documents
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/gallery/">https://zunhebotogovtcollege.com/gallery/</a>
Upload any additional information	No File Uploaded

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

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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The Alumni Association has been instrumental in the progress of the institution. Regular meetings initiated by the Committee are held to discuss various issues faced by the institution and have worked out solutions to help the college prosper. 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

1. The Alumni Association conducted its annual meeting on 17th August 2022 at conference hall. The Alumni encouraged the institute to come up with more workshops and skill oriented courses. All together, 30 members attended the meeting.

2. The alumni contributed a sum of Rs. 25000/- (Five Thousand only) towards the welfare activity of the college. The fund contributed was used for the renovation of the existing girls hostel.

3. The Alumni Association contributed significantly during the Pre-Ahuna celebration which is one of the most significant festival among the Sumi,Naga.

4. The Association further donated few handicraft items to the college museum.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The 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 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	<a href="http://zunhebotogovtcollege.com/about/">http://zunhebotogovtcollege.com/about/</a>
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	<a href="https://zunhebotogovtcollege.com/about/">https://zunhebotogovtcollege.com/about/</a>
Upload any additional information	No File Uploaded

## 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	<a href="http://zunhebotogovtcollege.com/committees/">http://zunhebotogovtcollege.com/committees/</a>
Upload any additional information	No File Uploaded

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

The 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	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/ZGC-Organogram-3.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/ZGC-Organogram-3.pdf</a>
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	<a href="#">View File</a>
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	<a href="http://zunhebotogovtcollege.com/staff-quarters/">http://zunhebotogovtcollege.com/staff-quarters/</a>
Upload any additional information	No File Uploaded

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

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

0

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

0

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

### **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**

5

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)	<a href="#">View File</a>

### 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. 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. 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	<a href="http://zunhebotogovtcollege.com/wp-content/uploads/2022/08/Myriad-details-1.pdf">http://zunhebotogovtcollege.com/wp-content/uploads/2022/08/Myriad-details-1.pdf</a>
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	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	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	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>
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.

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	<a href="https://zunhebotogovtcollege.com/iqac/">https://zunhebotogovtcollege.com/iqac/</a>
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

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.

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 methodologie

File Description	Documents
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/iqac/">https://zunhebotogovtcollege.com/iqac/</a>
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	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/annual-report-2022-23.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/annual-report-2022-23.pdf</a>
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

### 7.1.1 Measure initiated by the Institution for the promotion of gender equity during the year

Zunheboto Govt. College sensitize gender equality and safety for women on Campus. The college has constituted Anti-ragging & Anti-harassment cell and women Grievance & Redressal Cell to address issues and grievances related to female students and faculties. These two cells remain active during the working hour of the college to monitor any such incidents in the college campus. To raise awareness the college observe National and International Women's Day annually. The College ensures safety and security by installing CCTV cameras projecting on key spot. The college promote mother and child health care by maintaining a Day care centre for working mothers The college has avail a separate common room for women with sanitary pads vending machine and destroyer installed to meet the needs of the students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://zunhebotogovtcollege.com/day-care-centre/">https://zunhebotogovtcollege.com/day-care-centre/</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college promote clean and green environment. NSS students and EVS students initiate clean-up project in the campus. The college participate in clean campaign and observed World environment day annually. Dustbins are placed in every classrooms and corners of the college campus to regulate solid waste. Zunheboto Municipal Council collects the solid waste generated within the college campus on weekly basis. Liquid waste generated in the college is disposed of through proper drainage system. The college has a separate room to contain e-wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Waste-Management.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Waste-Management.pdf</a>
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	<a href="#">View File</a>
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:**

**D. Any 1 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	<a href="#">View File</a>
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**

**D. Any 1 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	<a href="#">View File</a>

**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**  
**Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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 provides inclusive environment and believes in equality of all cultures and traditions. Though the majority of the students are drawn from the indigenous tribes of the region, the Institution does not have any intolerance towards cultural, regional, linguistic, socio economic and other diversities. As such, the Cultural committee of the college actively involved in creating awareness about various culture and traditions in the campus by observing 'traditional dress code day' every Wednesday of the week. The institution also organizes various functions and programmes so as to encourage student participation and cultural presentation. On 2nd November 2022, the Cultural Committee organized "Pre-Ahuna celebration cum Live Concert" where indigenous activities like bamboo climbing, tug of war and fats eating competition were the highlights of the event. The Department of History, Zunheboto Government College, on the occasion of Gandhi Jayanti organized an essay competition on 10th October 2022, on the thoughts and quotes of Mahatma Gandhi. The competition was held to make aware the students about the significance of the day and the importance of celebrating the life of Gandhi. On account of World Heritage Day, the Cultural Committee, Zunheboto Government College organized a 'Poster Competition', on the 18th of April, 2023 under the theme "Preserving Our Cultural Identity", with the motive of enlightening the students about the importance of appreciating the rich cultural heritage of the Nagas and the need to preserve the same.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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** C. Any 2 of the above

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 annually celebrates Independence day and Republic Day to honor and awake the spirit of patriotism. 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 under the theme "break the bias". International Yoga Day was celebrated on 21st of June organised by the college National Service Scheme (NSS). The college celebrated World Environment Day on 5th June 2022. Red Ribbon Club Zunheboto college in collaboration with the District Chief Medical Office Zunheboto organised a plantation drives. International Mother Language Day was observed on 21st February 2022 under the theme "Using technology for multilingual learning: Challenges and Opportunities". The event was organised by the Department of English. Red Ribbon Club members of the College had observed World Blood Donor Day on 14 June 2022 organised by Green Club Zunheboto, District Aid Programme Control Unit Zunheboto in collaboration with Indian Red Cross Society Zunheboto held at town hall. The college celebrates International Labor Day or Workers Day on May 2 all over to commemorate the struggles, sacrifices and contribution made by the workers towards the development of the society and the nation at large. Art and essay competition based on the theme was conducted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### LANGUAGE CLINIC

#### 2. Objectives of the Practice:

The core objective of the practice is to enrich and enhance the understanding of the English Language in special regard to communication/Oratory skills of the students. Through this practice, the activity involves seeking to build the self confidence of the students especially by improvising their ability to fluently express their thoughts in speech.

#### 3. The Context:

Some hurdles were experienced in the process of implementing this practice:

- a) Difficulty to acquire a proper understanding of Phonetic alphabets and sounds associated with the alphabets; the reason being, the students' lack of exposure to phonetics and the shortage of time to impart such technical knowledge to the novice learners.
- b) The co-curricular activities filled semester with the timely conduct of tests and exams proved to exert inconveniences in terms of conducting certain activities under the practice.

### Reading Club

#### 2. Objectives of the Practice

- Inculcate interest among students on the importance of reading
- To develop ways and methods of reading
- To encourage critical thinking



- To instill accountability for students in reading
- To improve reading fluency, oral verbiage and develop better writing skills
- To broaden and deepen vocabulary bank
- Make students acquainted with self-help and motivational books

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

Expansion of the existing soft-skill programme on "Phonetics and Spoken English" as a certificate course so as to make it more inclusive and also to facilitate greater employment opportunities to the learners besides developing and sustaining their interest in the English language. It would also create a taste for knowledge about the English language.

- Enhancing academic excellence in the Institution as a post-accreditation policy so as to bring about greater benefits to all concerned.

- Development of the skills of the students by inculcating core values among them further by imparting value-based education.

- Enhancement of infrastructural facilities in the college as part of post-accreditation measures by channelizing access to various funding agencies.

## 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 Zunheboto Government college current curriculum is framed by the Board of Under-Graduate Studies (BUGS) and Nagaland University. The Nagaland University initiates revision of curriculum periodically accordingly with the guidelines of NEP 2020. At present the college has implemented Choice Based Credit System.

For effective delivery of curriculum, the college follows a systematic process such as following Class routine prepared by the college, preparation of lesson plans by teachers at the start of academic session for systematic and timely delivery, maintenance of Registers for daily class record by respective departments to ensure accountability in the delivery of syllabus and open online access system and physical access to over 6100 books in library for both the students and the teachers.

The teachers adopts various teaching methods which are practice flexibly according to the needs and nature of discipline such as the use of PPT-OHP, dictation of class notes, classroom paper presentation and project works. Feedback are collected from students at the end of academic session for effective delivery of curriculum. Hence, the institute ensures to carry out effective curriculum delivery through a well-planned and documented process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

On a regular basis the head of the institution along with the

faculty members held meeting as such in the beginning of every new academic session meetings were held and detailed discussion was carried out for the effective implementation of academic calendar. The

IQAC prepares calendar of events for the entire academic year. Accordingly a plan of action and its implementation take place under the supervision of the head of the Institution and head of departments. In the college all the academic activities are monitored by the IQAC for this the IQAC issues regular notices and direction to all the Head of the Department's at a regular interval as well as review meeting are held regarding to discuss on various academic activities.

Various committees were formed to carry out various responsibilities. Every committee gives timely report and update with regards to the progress and future activities to the Head of the institution as well as faculty members during meeting. Continuous internal evaluation is carried out three times in a semester. The internal assessment is carried out through class test, project works, assignments and presentations. And hence accordingly the students are assessed throughout the semester.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
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**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

128

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

27

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

With a view to integrate crosscutting issues related to gender, environment and sustainability, human values and professional ethics, the college has incorporated a variety of courses into curriculum to ensure that our graduates are not only academically proficient but also ethically conscious and socially responsible.

**Professional Ethics:** Students are educated on topics like honesty, integrity, respect, responsibility, credibility, ethical and responsible use of resources and technology in order to equip them with necessary soft skills for prospective future profession.

**Gender:** Gender sensitivity activities that allow students to interact with real-life circumstances, addressing discrimination and harassment issues under Internal Complaint Cell, Anti ragging and anti-sexual harassment cell. To promote gender equity among the students, the college provides flexible seating arrangements in the class rooms, equal representation of both genders in the leadership positions of class and college level committees, ensure fair opportunities in academic and extra curricular activities.

**Human Values:** Various departments of the institution as well as NCC, NSS, RRC, Women's Cell, Community Service Committee are actively involved in conducting several activities and programmes for inculcating values that go beyond academic achievements.

**Environmental studies:** All UG programmes under Nagaland

university contains course on environmental studies. The students also undertakes various project works on diverse range of environmental themes such as renewable energy solutions, waste management, recycling, biodiversity conservation, water conservation etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

108

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2023/12/Teacher-Assessment-Report-2023.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2023/12/Teacher-Assessment-Report-2023.pdf</a>

## 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	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**20**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<b>No File Uploaded</b>

## **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:**

The students who perform exceptionally well in their internals as well as externals assessments are categorized as advanced learners. These students not only secure exceptional marks in their assessments but also show keen and creative interest and participation in classroom activities whereby display of both cognitive and conative abilities are witnessed. These students showcase effective problem solving activities and hence prove to be proficient leaders in many group-based activities as well as positive and impactful participation in seminars and other inter-departmental activities. Teachers take a responsible role of a mentor to positively encourage these students to enhance their abilities that would help them secure laurels in all areas including excellence.

### **Slow Learners:**

Special focus is given to individual mentoring for the students under this criterion in addition to remedial classes and remedial tests. These students perform more progressively with special counselling from teachers who are assigned as mentors. Special



emphasis is given to support and encourage the students morally and emotionally to be more diligent and hardworking. Parent-Teacher's synergistic role also proves to be a progressive guiding factor in this regard.

File Description	Documents
Link for additional Information	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
431	28

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

### Class Presentations:

Different topics (syllabus based) are assigned to the students to prepare and present short class presentation. This activity is aimed at not only providing students the opportunity to learn the subject matter but also at creating an opportunity to hone their oratory skills and self confidence.

### Role Play:

Especially for English Literature classes, enacting a drama in the class, where the students play the role of different characters in the plays prescribed by the syllabi not only create a fun-filled, memorable experience, but it also allows the students to deeply understand the characters, plot and thematic elements of the play in a more animated and impressionistic manner.

**Debates:**

Conducting debates provide an argumentative learning opportunity which helps the students to develop their critical thinking and also enhances their demonstrative skills in terms of speech.

**Group-based activities:**

A certain topic or problem is introduced to students who are divided into groups, usually comprising of 5-10 members by the teacher; the main task being presenting the assigned topic or solving the assigned problem. This method encourages comprehensive learning through group discussions, fostering the skill of working in a team, and accumulating as well as learning from different ideas or opinions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

With the paradigm shift in making education from teacher centric to student centric, the institution incorporates the use of ICT to transform the classroom learning and to also empower both the teachers and learners in achieving an effective teaching-learning process.

The following ICT tools are used

1. Projectors are installed in General Classrooms of all the semester.
2. Desktop and Laptops are arranged at Computer Lab and Library Hall.
3. Printers and a multifunctional photocopier machine are installed at Lab and Library Room.
4. A Multifunctional scanner is available in the Lab
5. One smart board is installed in the specific-use classroom.

Additionally, the Seminar room cum Conference Hall is equipped with one Smart board and smart facilities; the institution is equipped with Digital Library Resources that is subscribed to

NList.

The college also incorporates blended learning platforms such as Google Classrooms for dissemination of online learning materials and discussions pertaining to the syllabus and respective class WhatsApp groups are also created.

Besides, PPTs, Audio-visuals, slideshows and such other multimedia tools are also used by teachers to engage the students, to enhance and optimize the teaching learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Teachers-using-ICT.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Teachers-using-ICT.pdf</a>

### 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

25

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

### 2.4 - Teacher Profile and Quality

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

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

5

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

#### 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

190

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 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). At the commencement of the academic session, the college develops a tentative academic calendar and a transparent mechanism of internal assessment.

Every semester, each department conducts an internal assessment of 30 marks from categories such as assignments, presentations, projects, seminars, Group Discussions, etc to assess the students learning process. With the introduction of Choice Based Credit System in June 2022, the internal assessment is conducted for 25 marks whereas the mechanism for assessment has remained the same. However, the teachers are at will and given the prerogative to conduct any number of Assessments and tests other than scheduled by the college, if they deem fit and benefits the students.

The test papers and assignments are distributed to the students after careful evaluation and entry of marks in the register while necessary feedbacks are given by the concerned teachers to help them improve. To ensure transparency of the evaluation process, the college prepares the internal mark lists which is then printed and displayed on the Notice Board for students' perusal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://zunhebotogovtcollege.com/academics-2/">https://zunhebotogovtcollege.com/academics-2/</a>

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

#### Department Level:

- Any complaints or appeal for verifications regarding internal assessment or internally conducted University examination are handled by the subject teacher under the guidance of the HoD.
- The Students Grievance Cell at the college level, also play a pivotal role in listening to the appeals or grievances made by students and address to appeals against department level decisions. University level cell/committee shall address appeals against College level decisions.

#### College Level:

- Students are given a handbook with detailed information about evaluation system and the process for initiating grievance redressal in regard to evaluation.
- Students are oriented by the concerned HoD.

#### University Level:

- Grievances regarding semester examinations conducted by Nagaland University, are handled as per University proceedings.
- University examination related issues/appeals are communicated through the supervision and guidance of the Principal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>

## 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 students are made aware of the programme specifics and course outcomes through college website and prospectus, which states the details of various Programmes and Courses at the beginning of every Academic Session. Induction programme is organized for first semester degree students in which the broad objectives of courses/ programmes, mode of internal assessment and college facilities are explained. 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.

Course Outcome: The course outcome helps the students to manage the resources effectively to the maximum extend. This creates ways to improve the process continually. For the B.A degree programme, expectations are listed out by the institution under the Programmes Outcomes. This enables the students to identify and analyze complex problems. They also apply reasoning and

understand the impact of the solution in societal and environmental context. They learn to apply ethical principles and become committed to professional ethics and their responsibilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The attainment and the level of attainment of POS, PSOS and COS are measured through the performance of the students in the internal assessment, tests, quizzes and end semester examination which are conducted by the college according to the schedule set by the affiliating university, to measure the attainment of programme specific outcomes and course outcomes. The college also facilitates accessibility of teachers, organizing seminar, assignment and class participation to enhance the progress of the students. Based on the Course Outcomes, Programme Outcomes, and Programme Specific Outcomes, the student learn goal-setting, problem solving and decision-making techniques. The institution evaluates the students 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 classroom, Behaviour on the campus and Extracurricular activities. Apart from academics, some students also perform well in curricular and extra-curricular activities both in intra and inter college level for which certificates of appreciation are given to them. The overall performances reflect the level of attainment of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>

### 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

79

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

### 2.7 - Student Satisfaction Survey

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

<https://zunhebotogovtcollege.com/wp-content/uploads/2024/02/Students-Satisfaction-Survey-2022-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

2 lakhs



File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

nil

File Description	Documents
List of research projects and funding details (Data Template)	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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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****1**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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****2**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

**Null**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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**

6

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

1026

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

1

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	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 institution has ample physical facilities for teaching learning via classrooms, laboratories, computing equipment etc. The College also has enough facilities and learning resources prerequisite of different academic programs and statutory norms.

- : There are 15 well-equipped classrooms inclusive of one seminar hall with a smart board.
- : A conference hall with a smart board and a well-furnished multipurpose hall for managing workshops seminars, and other activities.
- : The College provides quality education in the Arts stream, which has one Geo-laboratory with the basic necessary equipment for imparting practical knowledge to the Geo-students.
- : The institute has one Computer center which has 25 computers equipped with network facilities.
- : The well-stocked library has a seating capacity of 20 users at a time which is fully automated with Koha software (students and teachers are given access to the digital database) .Other facilities in the library are

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/infrastructures/">https://zunhebotogovtcollege.com/infrastructures/</a>

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

- : The College gives fairly good opportunities to all the students for exploring their talent and creativity. A spacious auditorium and conference halls is being provide to the students for organizing and participating in various co-curricular cultural activities. The college has observes every Wednesday of the week to wear traditional attire, which is mandatory for both students as well as staff of the college. The college used to conduct its annual cultural fest as "Cultural Day" and ICE feast spanning for

two to three days to show their literary and creative skills and compete among the students. Fresher's day and social parting days are also organized for the students every year.

o

The college has indoor game facilities like table tennis, chess, caroms etc. The students actively participate in the various competition conducted by sporting agencies in the District as well as at University and State levels, besides a two- day Annual Sports Meet.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/infrastructures/">https://zunhebotogovtcollege.com/infrastructures/</a>

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

2

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

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

5139800

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Library is automated using Integrated Library Management System (ILMS),

Name of the ILMS Software: KOHA

Nature of automation (fully or partially): Fully

Version: 18.11.04.000

Year of automation:2018

The library uses Koha Software: Library Management Software version 18.11.04.000 to manage the catalog of the library and to keep the records of transactions of the books available in the library. There are many features in the software to facilitate the librarian in maintaining proper records of available books as well as issued books. Some features of the Koha software include:

OPAC is also available from where users can access the library catalog.

Keep records of different categories of books.

Classify the books subject-wise.

Keep records of complete information about the book like the author's name, and publisher's name.

Easy way to know the status of a book.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://zunhebotogovtcollege.com/library-2/">https://zunhebotogovtcollege.com/library-2/</a>

  

<b>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</b>	<b>C. Any 2 of the above</b>
--	------------------------------

  

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

  

<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>
<b>456474</b>

  

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

  

<b>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)</b>
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>
<b>76</b>



File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The College provides computers, communication devices, e-mail, and internet resources to authorized users and assists them in performing their work and fulfilling their academic needs.

IT resources used:

Network devices wired/wireless

Internet access

Official website

e-mail services

Projectors

Documentation facilities (printers and scanners)

Multimedia contents.

Objectives:

To provide all the necessary IT resources as per the academic program.

To ensure that the products are updated.

Review the policies at least once a year.

To ensure the security of the college's information system by adhering to applicable security measures that include the usage and safety of all necessary passwords.

The IT policy covers the following:

Bonafide students of the college.

Members of faculty.

Administrative staffs.

Guests (as and where required)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/computer-room/">https://zunhebotogovtcollege.com/computer-room/</a>

#### 4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

5139800

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

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

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	<a href="https://zunhebotogovtcollege.com/multipurpose-building/">https://zunhebotogovtcollege.com/multipurpose-building/</a>

## 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**

202

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

4

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

**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	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**230**

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

**230**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

2

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

nil

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 students union organized in collaboration with the cultural committee a Pre-Ahuna (Harvest Festival of the Sumi Naga) concert on 2.11.22, Fresher's day was organized by the council on 16.8.22, Teachers day was observed and celebrated by the council on 5.9.22. Various dignitaries were invited during the organization and the observance of the programs mentioned above. Dignitaries such as, administrative officers of the district and administrators of various schools were invited as guests.

The council also took part in a free blood test drive on 26th to

27th July 2023. The council under its initiative has constantly urged students to be blood donors in times of need at the various health facilities in Zunheboto. The practice has aided many lives in the town seeking blood transfusion. The students union also assisted the sports committee Zunheboto Govt. College in organizing the annual sports week 2022 which was held on 14th to 16th October 2022.

File Description	Documents
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/gallery/">https://zunhebotogovtcollege.com/gallery/</a>
Upload any additional information	No File Uploaded

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

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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The Alumni Association has been instrumental in the progress of the institution. Regular meetings initiated by the Committee are held to discuss various issues faced by the institution and have worked out solutions to help the college prosper. 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**

1. The Alumni Association conducted its annual meeting on 17th August 2022 at conference hall. The Alumni encouraged the institute to come up with more workshops and skill oriented courses. All together, 30 members attended the meeting.

2. The alumni contributed a sum of Rs. 25000/- (Five Thousand only) towards the welfare activity of the college. The fund contributed was used for the renovation of the existing girls hostel.

3. The Alumni Association contributed significantly during the Pre-Ahuna celebration which is one of the most significant festival among the Sumi, Naga.

4. The Association further donated few handicraft items to the college museum.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

The 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 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	<a href="http://zunhebotogovtcollege.com/about/">http://zunhebotogovtcollege.com/about/</a>
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	<a href="https://zunhebotogovtcollege.com/about/">https://zunhebotogovtcollege.com/about/</a>
Upload any additional information	No File Uploaded

## 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	<a href="http://zunhebotogovtcollege.com/committees/">http://zunhebotogovtcollege.com/committees/</a>
Upload any additional information	No File Uploaded

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

The 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	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/ZGC-Organogram-3.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/ZGC-Organogram-3.pdf</a>
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	<a href="#">View File</a>
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	<a href="http://zunhebotogovtcollege.com/staff-quarters/">http://zunhebotogovtcollege.com/staff-quarters/</a>
Upload any additional information	No File Uploaded

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

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

0

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

0

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

#### **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**

5

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)	<a href="#">View File</a>

#### **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. 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. 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	<a href="http://zunhebotogovtcollege.com/wp-content/uploads/2022/08/Myriad-details-1.pdf">http://zunhebotogovtcollege.com/wp-content/uploads/2022/08/Myriad-details-1.pdf</a>
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	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	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	<a href="https://zunhebotogovtcollege.com/2022-2023/">https://zunhebotogovtcollege.com/2022-2023/</a>
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.

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	<a href="https://zunhebotogovtcollege.com/igac/">https://zunhebotogovtcollege.com/igac/</a>
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

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.

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 methodology

File Description	Documents
Paste link for additional information	<a href="https://zunhebotogovtcollege.com/igac/">https://zunhebotogovtcollege.com/igac/</a>
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,**

**C. Any 2 of the above**

NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/annual-report-2022-23.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/annual-report-2022-23.pdf</a>
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
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p><b>7.1.1 Measure initiated by the Institution for the promotion of gender equity during the year</b></p> <p>Zunheboto Govt. College sensitize gender equality and safety for women on Campus. The college has constituted Anti-ragging &amp; Anti-harassment cell and women Grievance &amp; Redressal Cell to address issues and grievances related to female students and faculties. These two cells remain active during the working hour of the college to monitor any such incidents in the college campus. To raise awareness the college observe National and International Women's Day annually. The College ensures safety and security by installing CCTV cameras projecting on key spot. The college promote mother and child health care by maintaining a Day care centre for working mothers The college has avail a separate common room for women with sanitary pads vending machine and destroyer installed to meet the needs of the students.</p>	

File Description	Documents
Annual gender sensitization action plan	<a href="https://zunhebotogovtcollege.com/day-care-centre/">https://zunhebotogovtcollege.com/day-care-centre/</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college promote clean and green environment. NSS students and EVS students initiate clean-up project in the campus. The college participate in clean campaign and observed World environment day annually. Dustbins are placed in every classrooms and corners of the college campus to regulate solid waste. Zunhebotto Municipal Council collects the solid waste generated within the college campus on weekly basis. Liquid waste generated in the college is disposed of through proper drainage system. The college has a separate room to contain e-wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Waste-Management.pdf">https://zunhebotogovtcollege.com/wp-content/uploads/2024/04/Waste-Management.pdf</a>
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	<a href="#">View File</a>
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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**

**D. Any 1 of the above**

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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 provides inclusive environment and believes in equality of all cultures and traditions. Though the majority of the students are drawn from the indigenous tribes of the region, the Institution does not have any intolerance towards cultural, regional, linguistic, socio economic and other diversities. As such, the Cultural committee of the college actively involved in creating awareness about various culture and traditions in the campus by observing 'traditional dress code day' every Wednesday of the week. The institution also organizes various functions and programmes so as to encourage student participation and cultural presentation. On 2nd November 2022, the Cultural Committee organized "Pre-Ahuna celebration cum Live Concert" where indigenous activities like bamboo climbing, tug of war and fats eating competition were the highlights of the event. The Department of History, Zunheboto Government College, on the occasion of Gandhi Jayanti organized an essay competition on 10th October 2022, on the thoughts and quotes of Mahatma Gandhi. The competition was held to make aware the students about the significance of the day and the importance of celebrating the life of Gandhi. On account of World Heritage Day, the Cultural Committee, Zunheboto Government College organized a 'Poster Competition', on the 18th of April, 2023 under the theme "Preserving Our Cultural Identity", with the motive of enlightening the students about the importance of appreciating the rich cultural heritage of the Nagas and the need to preserve the same.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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.**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 annually celebrates Independence day and Republic Day to honor and awake the spirit of patriotism. 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 under the theme "break the bias". International Yoga Day was celebrated on 21st of June organised by the college National Service Scheme (NSS). The college celebrated World Environment Day on 5th June 2022. Red Ribbon Club Zunheboto college in collaboration with the District Chief Medical Office Zunheboto organised a plantation drives. International Mother Language Day was observed on 21st February 2022 under the theme "Using technology for multilingual learning: Challenges and Opportunities". The event was organised by the Department of English. Red Ribbon Club members of the College had observed World Blood Donor Day on 14 June 2022 organised by Green Club Zunheboto, District Aid Programme Control Unit Zunheboto in collaboration with Indian Red Cross Society Zunheboto held at town hall. The college celebrates International Labor Day or Workers Day on May 2 all over to commemorate the struggles, sacrifices and contribution made by the workers towards the development of the society and the nation at large. Art and essay competition based on the theme was conducted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### LANGUAGE CLINIC

#### 2. Objectives of the Practice:

The core objective of the practice is to enrich and enhance the understanding of the English Language in special regard to communication/Oratory skills of the students. Through this practice, the activity involves seeking to build the self confidence of the students especially by improvising their ability to fluently express their thoughts in speech.

#### 3. The Context:

Some hurdles were experienced in the process of implementing this practice:

a) Difficulty to acquire a proper understanding of Phonetic alphabets and sounds associated with the alphabets; the reason being, the students' lack of exposure to phonetics and the shortage of time to impart such technical knowledge to the novice learners.

b) The co-curricular activities filled semester with the timely conduct of tests and exams proved to exert inconveniences in terms of conducting certain activities under the practice.

### Reading Club

#### 2. Objectives of the Practice

- Inculcate interest among students on the importance of

**reading**

- To develop ways and methods of reading
- To encourage critical thinking
- To instill accountability for students in reading
- To improve reading fluency, oral verbiage and develop better writing skills
- To broaden and deepen vocabulary bank
- Make students acquainted with self-help and motivational books

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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

Expansion of the existing soft-skill programme on "Phonetics and Spoken English" as a certificate course so as to make it more inclusive and also to facilitate greater employment opportunities to the learners besides developing and sustaining their interest in the English language. It would also create a taste for knowledge about the English language.

- Enhancing academic excellence in the Institution as a post-accreditation policy so as to bring about greater benefits to all concerned.
- Development of the skills of the students by inculcating core values among them further by imparting value-based education.
- Enhancement of infrastructural facilities in the college as part of post-accreditation measures by channelizing access to various funding agencies.

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7.3.2 - Plan of action for the next academic year

- Introduction of Sociology as an elective course so as to provide more options of study at the undergraduate level. Besides, studying sociology would be beneficial both for the individual and for the society. By studying Sociology people learn how to think critically about social issues and problems that confront the modern society. Further, the study of Sociology would enrich students' lives and prepares them for careers in an increasingly diverse world.

- Up gradation of the Education General course by introducing Honours in the subject to cater to the needs of the students of the college is another future plan of the college. This subject would give the learners a set of key, transferable skills such as an ability to work and communicate with children, effective written and oral communication, information and communication savviness, research and analytical skills, problem solving skills, team work ability, and self-management.

- Introduction of commerce stream in the near future. This College is the lone Institution of higher education in the district and it has been offering only the Arts stream ever since its inception in 1980. Thus it has been a long cherished notion that the College should introduce commerce stream.

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