



# **YEARLY STATUS REPORT - 2020-2021**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

Sao Chang College

- Name of the Head of the institution

LONGTICHANG TZUDIR

- Designation

Principal-in-charge

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

03861220232

- Mobile No:

7005465459

- Registered e-mail

scctsg@gmail.com

- Alternate e-mail

iqacscctsg@gmail.com

- Address

C/O Principal, Sao Chang College,  
Tuensang-798612, Nagaland

- City/Town

Tuensang

- State/UT

Nagaland

- Pin Code

798612

#### **2.Institutional status**

- Type of Institution

Co-education

- Location

Rural

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **Nagaland University**
- Name of the IQAC Coordinator **DR SANTOSH KUMAR SINGH**
- Phone No. **03861220232**
- Alternate phone No. **7085421045**
- Mobile **9862583712**
- IQAC e-mail address **iqacscctsg@gmail.com**
- Alternate e-mail address **scctsg@gmail.com**

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

<https://www.saochang.org/iqac/aqar>

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

**Yes**

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

<https://www.saochang.org/academic/academic-calendar>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>1.86</b>	<b>2020</b>	<b>04/05/2020</b>	<b>03/05/2025</b>

**6. Date of Establishment of IQAC**

**11/08/2010**

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0</b>	<b>0</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9. No. of IQAC meetings held during the year**

**11**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been

**No**

uploaded on the institutional website?

- If No, please upload the minutes of the meeting(s) and Action Taken Report

[View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** No

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

IQAC conducted a webinar on the topic, 'Covid-19 and Vaccine & Moving Forward in the Covid era' on 25th March 2021.

IQAC along with the Sao Chang College Teachers' association donated Rs 25000 to District Task Force, Tuensang during Covid-19 Pandemic.

On the suspension of offline classes due to Covid-19, online teaching was adopted. To ensure smooth and efficient conduct of online classes, IQAC conducted an online training for the teaching faculty of the college to acquaint them with the new mode of teaching-learning process and the ICT tools/Apps used for the same.

IQAC recommended Shri Mudang Khamniungan, Asst. Professor, Dept. of Education to be deputed as one of the Nodal Officers in District Task Force, Tuensang for Covid-19. Additionally, Ms. Tongpangkola Chang, Asst. Professor, Dept. of Botany was also a member of the Management Committee of St. John Higher Secondary School Quarantine Centre.

After the college was designated as one of the Covid Isolation Centres, IQAC supported and facilitated the District Task Force of Tuensang district, Nagaland in operating Sao Chang College Quarantine Centre.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<p>Conduct online/offline International, National, State, institutional level workshop, FDP, etc</p>	<p>1. Department of botany conducted a state level webinar on the topic, 'Impact of Covid-19 on the Environment' on 28th August 2020 2. Department of Physics conducted a national level webinar on the topic, 'Astronomy for all' on 15th October 2020 3. Department of Education organised a National webinar on Counselling Psychology in Higher Education on 6/11/2020. 4. Department of English and Department of History jointly organized and conducted an international webinar on the topic, 'My Journey as a Naga Artist' by Temsuyanger Longkumer on the 27th April 2021. 5. Planning committee conducted a webinar on the topic, 'CBCS: Guidelines and Implementation' on 11th May 2021 6. IQAC conducted a webinar on the topic, 'Covid-19 and Vaccine &amp; Moving Forward in the covid era' on 25th March 2021. 7. Career Guidance Committee organised a webinar for outgoing students on 21st May 2021</p>
<p>To encourage the teaching faculty to hone their research skill</p>	<p>College conducted two interdepartmental seminars</p>
<p>To commemorate international and national events</p>	<p>1. International Astronomy Day was observed through quiz competition on 15th May 2020 2. Literary committee and Department of Physics celebrated Teachers Day on 5th September 2020 by organizing college level quiz competition.</p>
<p>Collaboration with government</p>	<p>Department of physics Sao Chang</p>

and NGOs	college, Tuensang District Education Officer, Tuensang and Wela Foundation School, Tuensang conducted an online district level quiz competition to observe children day on 14th November 2020.
Introduction and upgradation of departmental library	On 5th May 2021, Department of English introduced the departmental library, Department of Political Science upgraded the departmental library
To increase the number of ICT facilities in the classrooms	Due to Covid 19 lockdown target could not be achieved
Preparation of DPR with the assistance of PWD(H) for construction of outdoor recreation hall near college canteen and submit the same to DUDA for funding.	Successfully prepared the DPR and forwarded to DUDA Kohima, Nagaland.
Departments will be encouraged to organize educational exposure tour	Unable to undertake exposure tours due to Covid 19 pandemic

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

- Name of the statutory body

Name	Date of meeting(s)
College Advisory Board	15/07/2022

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Sao Chang College
• Name of the Head of the institution	LONGTICHANG TZUDIR
• Designation	Principal-in-charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03861220232
• Mobile No:	7005465459
• Registered e-mail	scctsg@gmail.com
• Alternate e-mail	iqacscctsg@gmail.com
• Address	C/O Principal, Sao Chang College, Tuensang-798612, Nagaland
• City/Town	Tuensang
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• Pin Code	798612
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Nagaland University
• Name of the IQAC Coordinator	DR SANTOSH KUMAR SINGH
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• IQAC e-mail address	iqacscctsg@gmail.com				
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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.saochang.org/iqac/aqar">https://www.saochang.org/iqac/aqar</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.saochang.org/academics/academic-calendar">https://www.saochang.org/academics/academic-calendar</a>				
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Cycle 1	C	1.86	2020	04/05/2020	03/05/2025
<b>6.Date of Establishment of IQAC</b>			11/08/2010		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			11		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			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>	
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Collaboration with government and NGOs	Department of physics Sao Chang college, Tuensang District Education Officer, Tuensang and Wela Foundation School, Tuensang conducted an online district level quiz competition to observe children day on 14th November 2020.
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Advisory Board	15/07/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2021	13/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	

The College is affiliated to Nagaland University and NEP 2020 will be implemented upon directives from the affiliated University.
<b>16.Academic bank of credits (ABC):</b>
The College is affiliated to Nagaland University and NEP 2020 will be implemented upon directives from the affiliated University.
<b>17.Skill development:</b>
The College is affiliated to Nagaland University and NEP 2020 will be implemented upon directives from the affiliated University.
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
The College is affiliated to Nagaland University and NEP 2020 will be implemented upon directives from the affiliated University.
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
The College is affiliated to Nagaland University and NEP 2020 will be implemented upon directives from the affiliated University.
<b>20.Distance education/online education:</b>
The College is affiliated to Nagaland University and NEP 2020 will be implemented upon directives from the affiliated University.

## Extended Profile

### 1.Programme

1.1 21

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

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

### 2.Student

2.1 544

Number of students during the year

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

2.2 168

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>

2.3 168

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 39

Number of full time teachers during the year

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

3.2 35

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>21</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>544</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>168</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>168</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>39</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	35
Number of Sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	20.75
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	34
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The College follows the syllabus prescribed by the Nagaland University. Before the academic session begins, each department holds meetings and prepares lesson plans, discusses teaching methods including tutorial, remedial, laboratory experiment work and project work to be carried are well-planned ahead. While implementing the curriculum, each faculty follows the lesson plan prepared for the papers and executes through demonstration, discussions, seminars, field trip, conduct internal assessment activities, practical, revision and remedial classes. In accordance with the rule laid by the University, the internal assessment for 30 marks is conducted by the concerned departments and external exam for 70 marks for all the semesters are conducted by the university through examination schedule notification. Class Test, seminars, assignment writing and presentation are made mandatory for the students for the internal assessment activities. Course coverage status reports are taken through meetings. The curriculum is delivered with

reference to framed programme objectives, programme learning outcomes, course objectives and course learning outcomes. For the successful implementation of the planned academic activities, teaching faculty members actively engaged in their respective lesson planned. From time to time, teachers are given opportunity to attend seminars and webinars to enhance teaching skills including the use of modern teaching tools.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://nagalanduniversity.ac.in/files/Syllabus/BAEnglishSyllabus.pdf">https://nagalanduniversity.ac.in/files/Syllabus/BAEnglishSyllabus.pdf</a>

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

As the college is an affiliated institution of Nagaland University which prepares academic planned activities for the college, the academic calendar of the college is prepared as per the directive of the university and adheres to the norms and regulations of the parent university. The admission notification, norms and regulations are mentioned in the academic calendar. The academic calendar which is an important document containing various tentative events and activities is strictly followed for timely and effective implementation of the curriculum through regular classes, seminars, presentation, conduct of internal examination, submission of internal evaluation marks, internal evaluation result declaration and conduct of external examination. The calendar also contains holiday list, semester break days, national programmes and various co-curricular events and activities including fresher's day, field trip, sports, cultural programme and various other personality development activities.

The academic calendar is prepared by a joint meeting of Planning Committee and IQAC under the chairman of the Principal. The Continuous Internal Evaluation (CIE) activities are carried out by teachers through objective and subjective mode of proficiency assessments. The academic calendar is properly monitored by the Principal, all the Head of Departments and IQAC for the successful conduct of academic and students' development activities.

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**

**C. Any 2 of the above**

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

0

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

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



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

0

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

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

0

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

0

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

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

As an important agency for change and innovation, the college incorporates crosscutting issues in the curriculum. The curriculum/courses are implemented to address issues related to environment, sustainability, gender and professional ethics. At the same time some value added courses aimed at inculcating social values, human values and aesthetic values leading to the holistic development of the students. The college practices the following ethics in imparting value-based education to the students:

Relevant crosscutting issues incorporated for Professional Ethics in different programmes are: various curriculum like-

political theory:-ideas and concepts, Indian government and politics international politics, public administration, Indian nationalism, modern world, language skills, poetry, drama, psychological bases of education, statistics in education, modern education, marriages, family and kinship, chordates and evolution, biochemistry and genetics, biodiversity of bacteria, algae, fungi and viruses are some of the prominent topics included in the curriculum for developing professional ethics, gender, human values, environment and sustainability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

0

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

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

0

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

#### 1.4 - Feedback System

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

B. Any 3 of the above

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.saochang.org/iqac/reports">https://www.saochang.org/iqac/reports</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**

840

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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Students admitted in the institution mostly belong to poor socio-economic background and also vary in their learning abilities. The institution has a structured framework to assess and evaluate the teaching and learning process. Slow learners are identified by the concerned subject teacher based on the academic performance. Students securing 14 to 18 marks out of 30 marks in the internal assessment and students who have end-semester exam backlogs are identified and categorized as slow learners. They are enrolled compulsorily in the remedial classes and given special attention to improve their performance. Mentors of the slow learners are informed to give continuous guidance and support to those students. Each mentor carries out personal mentoring sessions with those students to identify their weaknesses and provide necessary support for improvement. Remedial classes are being conducted for slow learners to improve their academic performance. Advanced learners are identified through classroom activities like class tests, group discussions etc. They are encouraged to attend seminars, literary competitions, quiz competitions and such other district and state level competitions. Study materials are provided to

motivate them in preparing for such examinations.

File Description	Documents
Link for additional Information	Nil
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
544	39

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

The institution has been imparting knowledge by following innovative and creative student centric methods. Courses (Subjects) are imparted through lecture method, classroom interaction, group discussion, seminar, projects, class assignment, lab experimental work etc. To enhance the learning experience, E-Learning tools such as PPT's, videos, smart classroom etc. are used. Students are encouraged and trained to use PPT's and smart classroom for seminar presentations. They are given access to avail study materials like E-Books from the college library. Experiential learning is provided by conducting field trips and study tours. Practical sessions are conducted to apply the concepts learned in the classroom. Students are taken to nearby villages to experience the living conditions of the people. Participative learning is encouraged by inviting resource persons, alumni and experts from various fields to give talks as they share their knowledge. Problem solving methodologies are being imparted in arts and science subjects to promote analytical thinking and also to find solution for it.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.saochang.org/college/ict">https://www.saochang.org/college/ict</a>

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

Teaching - learning process for the period under assessment was conducted in online mode due to Covid-19 pandemic. Online classes were conducted by using platforms like Google classrooms, Google Meet, Zoom etc. Both faculty and students were oriented on how various Apps are to be used. Dissemination of required study materials was done through whatsapp, youtube, e-mails and such other media. Screenshots of students online class attendance were submitted to the college authority after the end of every class by respective teachers. Online class routine was initially prepared and framed by the college authority and disseminated through respective HoD's and systematically followed all throughout, while conducting online classes.

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	Nil

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

**2.3.3.1 - Number of mentors**

37

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

## 2.4 - Teacher Profile and Quality

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

8

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

### 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

414

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.

Continuous Internal Evaluation (CIE) is an integral part of evaluation. Out of 100 marks, 30 marks are allotted for CIE as per Nagaland University guidelines. From the total of 30 marks, 20 marks are allotted for class test and 5 marks each for any of the following 2 (two) assessments viz. assignment, seminar, group discussion, quiz and open book test. Two class tests are conducted for 20 marks each out of which the best one is selected as class test assessment mark. Class tests are conducted as per the academic calendar. Question papers are set by respective subject teachers and completion of the test is done within the given time frame. The remaining internal assessment for 10 marks is carried out by concerned subject teachers. As per the University guidelines science practical exam is conducted internally for 50 marks. The evaluated answer papers of class test and assignments are handed over to students and all discrepancies, if any, are rectified in a transparent manner. Students failing in both the internal assessment tests are given one more chance to appear for improvement test. During the period, the mode of internal assessment was completed through online mode due to the pandemic.

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

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

The Examination Committee headed by the Vice-Principal oversees the conduct of all internal tests and semester examination,



taking care to adhere to the affiliating University's rules and regulations. The Committee along with the Establishment branch deals with all grievances of the students related to admit cards, registration cards, marksheets and such other related documents pertaining to the students. Malpractices of any kind during examinations are reported by the concerned invigilator to the Examination Committee and dealt with according to the guidelines set down by the institute. The errant student is summoned before the Committee and upon further enquiry appropriate actions are taken against the student. Evaluated answer scripts with the marks secured in all internal tests are returned to the students where discrepancies, if any, are rectified immediately by the concerned teacher in the presence of the entire class to maintain transparency. The scripts are also handed out along with feedback from the teachers to help the students identify their mistakes and areas to improve upon. Re-tests are regularly conducted to provide ample opportunities for those students who lag behind as well as those wishing to improve their scores. These are openly offered to the students in the class and information disseminated as well through platforms like Google Classroom so that these may be conducted in a transparent manner.

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

## 2.6 - Student Performance and Learning Outcomes

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

The Programme and Course Outcomes for all programmes are stated and displayed on the college website. These are made aware to the students by the faculty at the start of each new academic session during the orientation to the new incoming batch of students. They are apprised of the POs, COs and LOs of the programmes offered and other details pertaining to academics as well as extra-curricular activities are also given. Every department conducts meetings to map out lesson plans and strategies at the beginning of each session to ensure that the LOs are effectively disseminated by the teachers.

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

Students are made aware of the POs, COs, and LOs of the programmes offered by the Institute. Evaluation of the outcomes is carried out through Internal Evaluation and External Evaluation of the students which carries and aggregate of 30% and 70% respectively for theory subjects. The Evaluation and Award Committee monitors the evaluation of the outgoing students to determine the course outcome. The marks of the last two semesters of the outgoing batch are evaluated and thereby the eligible candidates for the awards are also identified.

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

**2.6.3 - Pass percentage of Students during the year**

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

**168**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

<b>2.7 - Student Satisfaction Survey</b>	
<b>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)</b>	
<a href="https://www.saochang.org/igac/sss">https://www.saochang.org/igac/sss</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
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**

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

3

File Description	Documents
Any additional information	No File Uploaded
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**

0

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

### 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

The National Cadet Corps, Sao Chang College, has been actively engaged in various activities throughout the Academic year. The NCC Cadets of the College hosted an online program to commemorate 'World Environment Day' on 5th June 2020. A mini-camp was organized from 23rd to 27th February 2021 by the Assam Rifles, wherein a total of 25 Cadets attended. The Cadets took part in drill practice, map reading and weapon firing competition. During the Covid-19 pandemic, in order to disseminate awareness on stigma against Covid-19 frontline workers and persons affected with the pandemic, the NSS volunteers of the college organized an awareness program by circulating posters and posted messages in various WhatsApp groups. As a part of 'Fit India Youth Club' program on 15th August 2020, the NSS volunteers of the college took part in aerobic and Yoga stretching exercises. 'Earth Day' was observed on 22nd April 2021 and to mark the occasion, tree plantation was carried out by NSS volunteers. Red Ribbon Club of the college took active part during the 'International Youth Day 2020' wherein two members of the college Red Ribbon Club participated in the online 'spoken word competition'.

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

**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**

9

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

138

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

<b>3.4 - Collaboration</b>	
<b>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</b>	
0	
<b>File Description</b>	<b>Documents</b>
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded
<b>3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year</b>	
<b>3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year</b>	
4	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<p>The College is located in peaceful green surrounding conducive for quality education. The college has a total land area of 40 acres (approximate) out of which built up area is 8 acres (approximate). Basic amenities in the college premises include separate staff and student parking, canteen, drinking water purifiers, Medical Inspection room, CCTV cameras for security,</p>	

security lights, fire safety, and separate washrooms for male and female staff, boys and girls students in addition to boys' and girls' common rooms.

**Classrooms** - There are 18 Classrooms in total out of which 3 are ICT enabled with projector facilities, one smart classroom, 4 Science laboratories and 1 computer laboratory

**Seminar/ Conference hall** - A dedicated Seminar/Conference hall with ICT enabled Projector facility is in place for regular use.

**Laboratories** - There are science laboratories in the departments of Botany, Zoology, Chemistry and Physics. There is also a Computer laboratory.

**Specialized facilities** - College has Provisions for wheel chair and ramps for physically challenged students. Special seats are reserved for physically challenged students in the college bus.

**Library** - College library is equipped with printer, reprographic facility, reading room (separate for boys and girls), journal section, and question banks.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saochang.org/college/infrastructure">https://www.saochang.org/college/infrastructure</a>

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

The College has adequate physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular activities efficiently.

**Cultural** - College Multi-purpose hall is available for extracurricular activities of the institution like cultural functions, medical camps, college fest and for co-curricular activities like orientation programmes, awareness seminars, competitions etc. An open-air stage for flag hoisting in the college premises is also used for functions like celebration of Independence day, Republic day etc.



Games (Indoor) - Gymnasium cum table-tennis hall are equipped with modern gym facilities and a table tennis board. The college also has two Badminton courts inside the multipurpose hall.

Games (Outdoor) - College has two volley-ball courts in the Girls and Boys Hostels. A quadrangle within the college premises is also used for outdoor sporting activities.

NCC and NSS - Camps and other activities are carried out regularly. The college provides infrastructure and funds for all NSS and NCC activities.

Yoga - Yoga sessions are carried out regularly with demonstration by Yoga experts in the college multipurpose hall. However, it could not be held during the period due to Covid-19 lockdown.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saochang.org/college/infrastructure">https://www.saochang.org/college/infrastructure</a>

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

5

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

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saochang.org/college/ict">https://www.saochang.org/college/ict</a>
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)****3.5845**

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 college library is partially automated using the 'Shradha Technologies' software for library management System. Library is equipped with reference books, textbooks, magazines, newspapers, journals etc. It has a collection of over 6900 titles which include reference books. At present, the library is working to merge with KOHA for the Library Management System and also to enroll in e-Shodhsindu, Shodhganga etc. which will provide optimum access to digital resources.

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

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

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

0.65

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

43

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 is located in a remote area and as such Wi-Fi connectivity is weak and unreliable. Individual 3G and 4G mobile hotspots are dependable means for internet connectivity. The college encourages optimum use of existing facility. The entire college campus,administrative block and all classrooms including

the hostels (boys & girls) were designated as quarantine centre as per the orders from the District administration.

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

#### 4.3.2 - Number of Computers

14

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

24.55509

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

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.

The college has an Infrastructure Development and Improvement Cell that plans for and supervises infrastructure upgradation projects. Their recommendation is placed before the college authority on urgency basis for verification and approval. Apart from Arts stream, the college has a science stream offering degree courses (General) in all the basic science subjects. Science laboratories are maintained by respective departments aided by laboratory assistant and bearers. It is equipped as per the syllabi requirements. There is also a computer laboratory specifically for students managed by Information and Communication Technology (ICT) Committee. The College also has a Library Advisory Board, headed by the Principal with all HoDs and librarian as member secretary. Their duty is to review library functioning and plan upgradation as per requirement. The library is under CCTV surveillance to monitor student activities and has separate reading rooms for boys and girls. The college also has a Multipurpose Hall that caters to all co-curricular activities. It is also utilized as an Indoor Stadium. The college has Volleyball court and a Table-tennis cum gymnasium. There is a smart classroom constructed under Rastriya Uchchatar Shiksha Abhiyan (RUSA) project which is maintained by RUSA Committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saochang.org/college/infrastructure">https://www.saochang.org/college/infrastructure</a>

## STUDENT SUPPORT AND PROGRESSION

<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
427	
<b>File Description</b>	<b>Documents</b>
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
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
<b>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>	<b>C. 2 of the above</b>

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**

0

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

70

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

**D. Any 1 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

24

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**

0

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

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

0

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

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

To ensure systematic representation and engagement of students, a students' body called the Sao Chang College Students' Union (SCCSU) to which members are elected through secret ballot voting system by the students is formed every academic year. It consists of:

1. Principal, Ex-Officio President,
2. General Secretary,

3. Assistant General Secretary,
4. Games & Sports Secretary,
5. Literary Secretary,
6. Cultural Secretary,
7. Boys & Girls Common Room Secretaries,
8. Press & Information Secretary
9. Executive Members

Their primary objective is to address concerns of the students by acting as bridge between students and college administration. The members are part of various college committees that enable them to work closely with college administration and teachers. Hence, General Secretary is a member of IQAC. Co-curricular activities like quiz, essay, speech, debate competitions are organized by committees and departments in which representatives from the students' union are involved as organisers. Extracurricular activities like Fresher's Day, Parting Social, Sports Week and Cultural Day are organised by students' union. Extension Services are also undertaken by the union by conducting awareness programme. The SCCSU is also an active member of the parent Eastern Nagaland College Students' Union (ENCSSU) which ensures participation at a bigger level.

File Description	Documents
Paste link for additional information	<a href="https://cloud.saochang.org/drive/s/GZDn842j0TI6ojlIra9B7BUfnRR2XY">https://cloud.saochang.org/drive/s/GZDn842j0TI6ojlIra9B7BUfnRR2XY</a>
Upload any additional information	<a href="#">View File</a>

### 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

4

File Description	Documents
Report of the event	No File Uploaded
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

Sao Chang College has an active Alumni Association. Although the Alumni Association has not been registered yet, it is a thriving association. It is highly involved in the activities of the college and renders unflinching support for the welfare and development of the college whenever it is called upon. A major duty of the Alumni Association is to maintain a record of the progress of its members from the time they pass out from Sao Chang College, progress to higher education, secure employment or undertake different ventures and ensure that all members stay informed and connected as this will guarantee a thriving and active alumni association. Thus, the Association maintains a WhatsApp group that enables quick and easy dissemination of information amongst its members which is useful especially in times of emergency.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

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

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

Our vision and mission envisage to uplift the deprived section of the society. The college administration is committed to create this institution into a centre of excellence by imparting holistic and quality education.

The administration and management of the college have moved beyond narrowly defined roles of governance. The Advisory Board is a progressive group of eminent people who has ability to understand and decide for the promotion of higher education. This body meets periodically and reviews the initiatives with which the Principal and the faculty push the college beyond prescribed syllabus. The college has various committees who organizes events programmes and activities for imparting skills for higher learning and also for all round development of the students. Important days are commemorated which brings an awareness of the current national and international issues which will equip the students to be aware of the socio-economic and environmental challenges. Every member of the committee performs their duties under the supervision of the coordinator. Mentoring session are conducted periodically to extend personality development through mental and emotional guidance to the students. The IQAC coordinates with various committees and departments to deliberate on the plan, functioning and the vision of the college.

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

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

Sao Chang College is a government run institution under the Higher Education Department. Being a government college, the Higher Education department, Government of Nagaland administers, directs, and authorizes policies and plans for stable functioning of the institution. Through decentralized planning,

the Principal and Staff are actively involved in implementing the policy and plan of the Government.

The principal is the head of the college and encourages participative management and decentralization which is ensured by committees constituted by the institution. In committees like IQAC, Planning committee, RUSA, Library Advisory Board, Sao Chang College Students Union, the principal acts as chairman and in the rest of the committees faculty and ministerial staff are appointed as coordinators and members. In some committees, student representatives are also nominated as members. Each committee is provided with sufficient scope to function independently to fulfill its aims and objectives. For instance, student centric committees like Mentoring and Students Support Committee, Anti-ragging and Internal Complaints Committee have their own working rules in place. The National Cadet Corps, National Service Scheme and Red Ribbon Club of the college undertake various extension services. Moreover, Parent Teacher Association and Alumni Association of the college provide scope for active involvement of stakeholders.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A number of committees are constituted in the college for effective deployment of all institutional strategic plans. All employees serving under the institution including student representatives are inducted to various committee in order to assist the college for effective and efficient functioning. Apart from the regular duties, employees are expected to perform additional duties relating to admission process, mentoring of students, organizing and participation in co-curricular activities. During the pandemic, online mode was adopted for admission and classes. Training session regarding the use of different online tools for online classes was conducted periodically. Teachers were also encouraged to join online professional developmental programs. Theory and Practical Examinations as well as Continuous Internal Evaluations(CIE) were conducted through online mode. To ensure the effective

implementation of the curriculum, regular HoD's meeting were held and everyday attendance of both the teacher and students along with the topic taught were submitted to the college authority. External Examination (Theory and Practical) and evaluation was conducted online as per the broad guidelines instructed by the university. The college also conducted Inter-departmental, State and National level webinars via online mode

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://cloud.saochang.org/drive/s/ZOVfiI602EkMHDeUBk8TMLykJzMLK">https://cloud.saochang.org/drive/s/ZOVfiI602EkMHDeUBk8TMLykJzMLK</a>
Upload any additional information	<a href="#">View File</a>

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

The institution has the following organizational/administrative set up for the effective and efficient functioning:-

1. The Advisory board headed by the Deputy Commissioner, local Legislators, senior District Government officials, University representative and senior Teachers of the college.
2. Principal as the Head of the Institute.
3. Vice-Principal who assists the principal.
4. Teaching faculty.
5. Head Assistant and other ministerial staff.

The institution functions under the directives of the Higher Education Department and Nagaland University. The college is headed by Principal assisted by Vice Principal, HoD's, Non-Teaching staff and various committees to assist the college authority in all administrative functionings. All committees in the college are headed by respective coordinators and dispenses under the overall supervision of the principal. Every committee has three to four members depending on the nature of work and are drawn from teaching faculty and Ministerial Staff. Other policies such as service rules, recruitment, promotion and grievances etc. are governed under the rules prescribed by the Higher Education Department, Government of Nagaland.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.saochang.org/college/organogram">https://www.saochang.org/college/organogram</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college is a government institution and therefore all government welfare measures for teaching and non-teaching staff are followed and governed according to the set rules and guidelines. Welfare measures within the college are also provided to teaching and non-teaching staff which are effectively implemented. Teachers attending professional development programs are granted leave to attend such engagements. Provisions like DA/TA are provided to teachers who are engaged to attend official meetings called by the Directorate periodically. Teachers and Ministerial staff on official deputations are also granted nominal financial assistance. Physical welfare measure like restrooms facilities are provided both for the teaching and non-teaching staff. The college has a badminton court, T.T. hall, a mini gym and volleyball court for students as well as employees for

recreational purpose. Additional welfare measures facility includes RO drinking water, Buses for conveyance, counseling room and Medical Inspection room. Doctors and nurses are regularly deputed by the District hospital to monitor the physical health of the students and staff of the college. Computers and printers are provided to be utilized by students, teaching and non-teaching staff. Teacher's Association of the college has a pool fund which is being utilized for charity purpose.

File Description	Documents
Paste link for additional information	<a href="https://www.saochang.org/college/infrastructure">https://www.saochang.org/college/infrastructure</a>
Upload any additional information	<a href="#">View File</a>

### **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**

2



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

### 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

21

File Description	Documents
IQAC report summary	<a href="#">View File</a>
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

A systematic appraisal system is followed in the college for both teaching and non-teaching staff which mandatory for all employees in the college. To assess the performance of teaching

staff, Annual Performance Assessment Report (APAR) and Academic Performance Indicator (API) are the two methods of appraisal.

In API and APAR system of appraisal, every teaching staff rates their individual performance and submits it to the Principal of the college which is scrutinized confidentially. The Deputy Commissioner of the District verifies it and later on it is forwarded to the Director, Higher Education Department who is the reviewing authority for the appraisal. It is then submitted to the Secretary, Higher Education, who is the final authority in respect of appraisal for all teaching faculty.

In the case of non-teaching staff, the self appraised report (APAR) is submitted to the Head Assistant who scrutinizes the self appraised responses of all non-teaching working under the Establishment Branch. It is then forwarded to the Principal of the college for review and rated according to the performance of the individual staff under scrutiny. The assessed APAR is then submitted to the Director, Higher Education, who is the final authority in respect of appraisal for all stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://cloud.saochang.org/drive/s/PZWbnZTE9UYWZU8uqtouMqXTY8WnsO">https://cloud.saochang.org/drive/s/PZWbnZTE9UYWZU8uqtouMqXTY8WnsO</a>
Upload any additional information	<a href="#">View File</a>

## 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

Transparency in financial management is of prime importance for healthy growth of a college. Internal audit within the college is carried out in every semester and external audit is done every financial year. College authority maintains a cash book in respect of all income and expenditure heads. Internal source of income is generally accrued out of the students admission fees collection under various heads viz. Admission Fee, Tuition Fee, Library Fee, Session Fee, Enrolment Fee, Registration Fee, Student Union Fee, Library Development Fee, Internal Exam Fee, College Development Fee, Water Supply Fee, Electricity Fee, Science Practical Fee, IQAC Fee, Bus Maintenance Fee, Parting Social Fee, Identity Card, College Magazine Fee. Amount

collected is allotted to various committee under different heads for proper utilization. At the end of every semester internal audit under various heads are conducted by the faculty nominated for these purpose.

External funds are normally sanctioned by the Higher Education Department in order to meet expenses of the college like salaries and wages, travelling allowance, office expenses, machinery equipments, field trips for students and material/ supplies. Internal and External funds are forwarded to be audited by an authorized Charter Accountant for auditing at the end of financial year.

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

All strategies for mobilization of funds and its optimal utilization within the college are monitored by the planning committee which is headed by the Principal with senior teachers as members. The planning committee regulates all allocations to be sanctioned to different committees depending on plans forwarded by respective committees. Admission fees collected

from the students constitute the main source of income which is optimally utilized and allocated under various heads. Internal audits are regularly conducted by an internal audit committee appointed by the principal. Transparency and accountability of all transaction is maintained through vouchers and cash memos which are audited internally after every semester and External audit after every financial year by a competent Chartered Accountant.

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

## 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

For the pursuit of quality education, the IQAC of Sao Chang College has initiated the below mentioned activities towards the institution:

1. Department of Botany conducted a state level webinar on the topic, 'Impact of Covid-19 on the Environment' on 28th August 2020.
2. Department of Physics conducted a national level webinar on the topic, 'Astronomy for all' on 15th October 2020.
3. Department of English and Department of History jointly organized and conducted an international webinar on the topic, 'My Journey as a Naga Artist' by Temsuyanger Longkumer on the 27th April 2021.
4. Planning committee conducted a webinar on the topic, 'CBCS: Guidelines and Implementation' on 11th May 2021.
5. IQAC conducted a webinar on the topic, 'Covid-19 and Vaccine & Moving Forward in the covid era' on 25th March 2021.
6. Career counselling for outgoing students was conducted on 21st May 2021
7. Department of Education conducted webinar on Counselling Psychology in Higher Education on 6th November 2020.
8. Interdepartmental seminars were held on 19th April 2021 and 28th May 2021.

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

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

The assessment period was under Covid-19 pandemic lockdown. Therefore, teaching-learning was shifted to virtual mode. To acquaint the teaching faculty and students with virtual mode, trainings were conducted through video conferencing. Academic calendar committee drafted the academic calendar for the ensuing period and class routine was prepared after thorough deliberation in HoD's meeting. Through the HoD's, Lesson Plans were compiled and submitted to the IQAC and the college authority who took the initiative in ensuring that all teachers complied to it. To connect with the students virtually, LMS (Google classroom), giving access to all the departments was created in college account. IQAC and the college authority kept a track of daily classes by monitoring through the Learning Management System (LMS) and through the reports submitted by teachers of daily attendance and topics taken.

Shifting from offline to online mode and successfully completing the academic session for external and internal assessments in a span of a few months was an incremental improvement that needs mention. Additionally, a number of professional development programs were also conducted in virtual mode which was an achievement. College Faculty had benefited and enhanced their knowledge while attending various professional development programs and acquiring innovative teaching- learning methods.

File Description	Documents
Paste link for additional information	<a href="https://www.saochang.org/academics/academic-calendar">https://www.saochang.org/academics/academic-calendar</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**D. Any 1 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://cloud.saochang.org/drive/s/ggctXC245yi3ybx8U7k8jl3fZE8mg9">https://cloud.saochang.org/drive/s/ggctXC245yi3ybx8U7k8jl3fZE8mg9</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The college provides equal opportunity to all in terms of admission and access to college resources. Gender equity forms an intrinsic part of the curriculum. Issues of gender-based discrimination and sexism along with the need to identify and rectify such practices are studied. Through the curriculum, sensitization on women's rights, need for family planning and the importance for women's reproductive health is undertaken. Equality of opportunity is given to all students in terms of participation in all college activities including contesting in Students Union election, participation in games and sports, literary and cultural activities.

The college has a signage that clearly states the zero-tolerance policy of the college towards sexual harassment. The Internal Complaints Committee works as per the UGC NAAC policy on sexual harassment prevention, prohibition and redressal. There are separate washrooms for male and female near the Academic

**Buildings.** The college has a separate Girl's Common Room with washroom facility. The Boy's Common Room is adjacent to the college mini gymnasium-cum-T.T Hall. The MI cum Counseling room is readily available for use when required. Moreover, the college has placed CCTV at strategic location to ensure safety and security in the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://cloud.saochang.org/drive/s/cDnb8NmMDa4nUAXQHTRjS5dTV6PBE8">https://cloud.saochang.org/drive/s/cDnb8NmMDa4nUAXQHTRjS5dTV6PBE8</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	<a href="https://cloud.saochang.org/drive/s/tJ2r00G3k1vtF5SnzcrreBqlVYlexa">https://cloud.saochang.org/drive/s/tJ2r00G3k1vtF5SnzcrreBqlVYlexa</a>

**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	<b>No File Uploaded</b>

**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**

**Waste bins along with bamboo woven baskets are places in and around the campus for waste collection. The college has resorted to use of electronic means to circulate information as much as possible. This helps in generating minimal waste. Moreover, the college does not permit single-use cutlery at the college canteen. It uses washable ones only.**

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<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	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and**

E. None of the above



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

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

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

C. Any 2 of the above

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

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

The college promotes inclusiveness and diversity by giving admission to students from diverse socio-cultural and religious background without any discrimination. The college is tolerant to diverse practices of various communities and grants restricted holiday to enable the teacher, students and ministerial staff to observe their festival. The college observes National holidays and commemorative events to promote tolerance and harmony.

An initiative in this regard, is the NSS volunteers of the college prepared posters on COVID-19 awareness in four different languages and placed it strategically in and around the town from 20th to 30th June, 2020.

As a good practice, the students, teachers and ministerial staff wear a piece of their traditional attire every Wednesday to college. Moreover, the college observes an Annual Cultural day during which the diverse communities show case their traditional attire and folk dance. The event witnesses participation from the diverse communities, singing in one's own dialect, narration or story- telling and highlighting certain traditional practices.

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 encourages the participation of all its employees in the Republic Day and Independence Day celebration so that the values of unity and integrity of the nation is uphold. During such events, the college deputed its employees to chair such celebratory programme at the district head quarter. The National flag is also hoisted in the college campus to serve as a reminder to have courage, to work for peace and prosperity of the nation. Through the study of the Preamble and Fundamental Duties as an intrinsic part of the curriculum, the college

instills a sense of responsibility towards the ideals of the nation as enshrined in the constitution. In order to instill the values of providing service, the college provides ample scope to the NSS volunteers in organize and participate in various activities within and beyond the college. This is an example through which values of providing selfless service is inculcated. Effort is made to promote unity and discipline through the NCC. The election to the Students' Union is conducted based on democratic principle of one person one vote. Any bona fide student of the college can contest in the election thereby inculcating values of equality. The college in its effort towards preserving the rich heritage of our composite culture observes the Annual Cultural Day and maintains the Tribal Museum.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

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

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

To commemorate the birth anniversary of Dr Radhakrishnan, a College level quiz competition was organized on 5th September, 2020. The birth anniversary of Mahatma Gandhi was commemorated by organizing a cleanliness drive on 2nd October, 2020. The birth anniversary of Dr A P J Abdul Kalam was commemorated by organizing a National webinar on the theme "Astronomy for All". To commemorate National Education day, poster making competition was organized at the college on 11th November, 2021. On 14th November, 2020 a District level quiz competition was organized to commemorate the birth anniversary of Pt. Jawaharlal Nehru. To commemorate International Astronomy Day, a national level online quiz was organized on 15th May, 2021. A mini-garden was adopted on 22nd April, 2021 to commemorate Earth Day.

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	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 1: Mentoring

The objective of Mentoring is to provide platform for social and emotional growth in addition to academic monitoring. This practice is aimed at holistic well being as well as to create a safe space for learning.

At the beginning of each academic session, the Mentoring Committee allocates every teacher with a number of mentees. Through the Bio data form and also through the mentor mentee sessions, the mentor is able to identify the strength and weakness of the mentee and encouraged to work on it.

Positive outcome is the identification of "poorest of the poor" from amongst the students and the financial assistance provided from Student's Support Committee.

#### Best Practice 2: Tribal Museum

Tribal Museum of the College aims to preserve and showcase Naga artifacts and to serve as an informal centre of learning. The museum encourages students, teachers and visitors to see and learn from the objects and discovers aspects of their culture, beliefs and values. The college museum exhibits traditional and modern basket works, textiles, woodcarvings, pottery as well Naga paintings. We believe that insights from crafts can bring about innovation in our communities.

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

Sochum is one of the dormitory systems found among the Nagas in the traditional society. Till the recent past, Sochum was the centre of learning where life skills were imparted, folk songs and folk dance were taught, and narration of oral history were undertaken. Presently, the role of Sochum as a centre of learning is vanishing slowly and therefore there is a need to revive it.

The college has identified Sochum as its institutional distinctiveness. The college has reinterpreted the concept of

Sochum and contextualized it to suit the needs of the changing times. In practice, the college has identified its hostels as Sochum. Keeping in view the essence of the traditional practices akin to Sochum, the college provides training on handicrafts to the Sochum dwellers. Considering that clearing competitive examination is an integral part of student progression in life, coaching classes are provided as a part of its core practice. These activities are undertaken by inviting resources persons and experts from outside the college. Further, to ensure holistic development of personality, games and sports including literary activity are organized at the Sochum. Due to the COVID-19 pandemic, activities relating to Sochum could not be carried out during the period.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Automation of college library with KOHA software for the Library Management System and to set up a server to access e-books.
2. To provide basic computer training to the students.
3. To organize Seminar, workshops and Faculty Development Programme
4. To undertake more extension activity
5. To initiate more measures to make campus green.
6. To provide LCD projectors in more classrooms
7. Agreement /collaboration with Loyem Memorial College for faculty exchange programme.
8. To renovate and increase the number of washrooms for students.