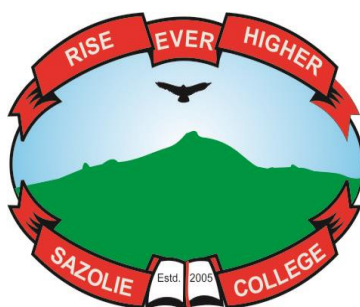


THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC



SAZOLIE COLLEGE

PHEZHU, JOTSOMA – 797002
KOHIMA – NAGALAND

Part – A

I. Details of the Institution

1.1 Name of the Institution

SAZOLIE COLLEGE

1.2 Address Line 1

Phezhu-Jotsoma

Address Line 2

City/Town

Kohima

State

Nagaland

Pin Code

797002

Institution e-mail address

sazolie_college@yahoo.com

Contact Nos.

7005405200/9402815749

Name of the Head of the Institution:

Dr. Kangzangding Thou

Tel. No. with STD Code:

0370-2227047

Mobile:

7005405200

Name of the IQAC Co-ordinator:

Dr. Puspanjoli D. Nakhro

Mobile:

9436016696

IQAC e-mail address:

sazoliecollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

NLCOGN24394

1.4 NAAC Executive Committee No. & Date:

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

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

EC(SC)/20/A&A/14.1 Dated 16-12-2016

1.5 Website address:

sazoliecollege.in

Web-link of the AQAR:

<https://sazoliecollege.in/wp-content/uploads/2018/12/SAZOLIE-COLLEGE-AQAR-2017-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.63	2016	December 15, 2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

06 August 2013

1.8 AQAR for the year (for example 2010-11)

2017-2018

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

- AQAR _____ **NOT APPLICABLE** _____ (DD/MM/YYYY)4
- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☒

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

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Nagaland University

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="03"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff/Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Promotion of the study of History.
2. Ethical and Informed Voting.
3. Clean Election.
4. Entrepreneurship.
5. Politics and Identity.
6. Drug Abuse.
7. Leadership.
8. Gender Sensitization

2.14 Significant Activities and contributions made by IQAC

1. Ensuring smooth and effective implementation of all the plans and activities mentioned in the Academic Calendar.
2. Environmental awareness and conservation.
3. Creating awareness in faculty and students about their social responsibilities through extension activities.
4. Streamlining of the duties and activities of the departments and organisations.
5. Submission of Proposals for more courses which are under process for approval from the concerned authorities and affiliating University.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Mentoring Class	Conducted on 21 February 2017
Career Guidance Seminar	Conducted on 4 March 2017
Annual Lecture '17	Conducted on 31 March 2017
Orientation for Semester I	Conducted on 13 June 2017
Departmental Orientation for Semester I: English, History, Education, Economics, Political science, Sociology	Conducted on 14 June 2017
Orientation for College Organisations: NSS, NCC, RRC, Women Cell, Young Indians, Eco Club and Students' Council.	Conducted on 1 July 2017
Departmental Activities	Conducted on 29 July 2017
IQAC Meeting	Held on 17 August 2017
Cultural Day	Conducted on 01 September 2017
Intercollegiate Debate Competition '17	Conducted on 22 September 2017
Literary Day	Conducted on 18 November 2017
Mentoring Class	Conducted on 13 February 2018
Career Guidance Seminar	Conducted on 16 March 2018
IQAC Meeting	Held on 17 March 2018
Annual Lecture '18	Conducted on 28 March 2018

The following activities are not mentioned in the Calendar but nonetheless conducted to fulfil the plan and objective of the IQAC:	
Talk on “Drug Abuse” in collaboration with 3 Assam Rifles, Kohima	Conducted on 29 June 2017
Talk on “Relevance of Naga (Homeland) Politics and Identity in the Present Neoliberal Context: A Critical Sociological Understanding” by Prof Kedilezo Kikhi	Conducted on 21 July 2017
A motivational talk under the theme, “A New Perspective” in collaboration with Young Indians, Nagaland Chapter	Conducted on 15 September 2017
NSS Special Camp	Conducted from 1-3 December 2017
Workshop on ‘My History Kit’	Conducted on 5 December 2017

** The Academic Calendar of the year has been attached as Annexure I*

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The report will be placed in the next quarterly meeting of the Coordination Committee, a subsidiary committee of the Governing Body of the College.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG				
UG	06			
PG Diploma				
Advanced Diploma				
Diploma			01	
Certificate				
Others				
Total	06		01	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders* Alumni ☐ Parents* ☒ Employers ☐ Students** ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**An analysis of the feedback from parents has been enclosed in the Annexure II*

***Evaluation of teachers by students is done individually and the result is kept confidential.*

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

Any revision of syllabus is done by the affiliating University.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	20	19	NIL	NIL	01

2.2 No. of permanent faculty with Ph.D.	04
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	01	01	NIL	NIL	NIL	NIL	NIL	NIL	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty	NIL	NIL	01
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		02	08
Presented papers		03	
Resource Persons		01	01

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

- Timely faculty meetings are held to assess the academic performance of students where ideas are shared for a more effective teaching and learning process.
- The progress of the students is monitored through the mentor-mentee programme wherein teachers can update one another about the requirements or needs of their mentees and handle the cases accordingly.
- Students are given the opportunity to think independently and develop their power of comprehension through the Tutorial System.
- Teachers submit their Lesson Plans of their subject/papers to the Academic Dean to ensure proper utilisation of classes and effective completion of the courses.
- Internal activities that focus on the students like quiz, debate. Open-book test, extempore, paper presentation etc. are conducted in the class and students are evaluated and graded based on their performance in these activities.
- Faculty members are encouraged to incorporate and use the ICT facilities in their teaching.
- Academic audit has been introduced to assess the performance, progress or problems of the students and departments at the end of the academic session.

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

210

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

- A comprehensive and continuous system of evaluation and assessment is followed throughout the semester.
- Assignment writing, Paper Presentations, Quizzes, Project works, Open Book Tests, Multiple Choice Class Tests etc. are conducted as part of the internal assessment activities.
- The performance and progress of the students is constantly monitored and evaluated through the mentor-mentee programme.
- Proper orientation on exams and evaluation is always given through faculty meetings before every exam.

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

2 teachers are members of the Board of Undergraduate Studies (BUGS) appointed by the affiliating University.		
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2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA (GENERAL)	52	NA	NIL	100%	NIL	78.84%
HISTORY	04	NA	50%	50%	NIL	100%
EDUCATION	03	NA	66.6%	33.3%	NIL	100%
ENGLISH	29	NA	24%	76%	NIL	86.20%
SOCIOLOGY	19	NA	46.66%	53.33%	NIL	78.94%
POL. SCIENCE	39	NA	42.85%	57.14%	NIL	89.74%

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

- To constantly ensure the quality of the process of teaching and learning, evaluation of teachers by students is done by obtaining feedback from students through questionnaires.
- Any new idea for improvement in the teaching-learning process is suggested by the IQAC and discussed in the faculty meeting.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	03
Summer/Winter schools, Workshops, etc.	05
Others	04

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	02	02	NIL
Technical Staff	03	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

1. In an annual academic session, all the departments are required to conduct departmental activities like workshops, seminars and study tours to the villages for research on local history and culture, etc. Financial support is provided for the same purpose.
2. The Tutorial System – assignment writing, paper presentation and discussion – is strongly emphasised and followed. In this regard, a booklet on the citation method called *The Tutorial System: Simplified* has been published by the College for students.
3. Students are required to visit different localities and relevant places to do research and write projects on environmental issues and problems. Financial and logistical supports are provided to aid their projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		01	

Others:

- Article in book: 01
- A short biography: 01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2017-2018	College Management	70000	70000
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				70000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			02		04
Sponsoring agencies			1. College/Higher Education Department 2. State Election Commission		College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	NIL	From Management of University/College	1 Lakh
Total	1 Lakh		

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

NA
NA

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

NA

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

JRF		SRF		Project Fellows		Any other	
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3.21 No. of students Participated in NSS events:

University level		State level	
National level		International level	

3.22 No. of students participated in NCC events:

University level		State level	30
National level	05	International level	

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="02"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="02"/>
NCC	<input type="text" value="06"/>	NSS	<input type="text" value="02"/>
		Any other	<input type="text" value="01"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood Donation Drive organised on 5 December 2017.
- 'HIV/AIDS Screening Test' organised in collaboration with 3 Assam Rifles, Kohima, on 9 August 2017.
- Cleaning of statues, parks, monuments and public places by the students on different occasions.
- Special camp with emphasis on environmental awareness and community service held from 1 to 4 December 2017, at Mezoma village, Kohima District.
- Tree plantation drives by the different organisations of the College.
- Visit and donations made to Bright Morning Star Children Home on 10 March 2018.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14 Acres	-	-	14 Acres
Class rooms	14	07	College Management	21
Laboratories		01	College Management	01
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		11	College Management	11
Value of the equipment purchased during the year (Rs. in Lakhs)		123000		123000
Others				

4.2 Computerization of administration and library

College Office and Library have been partially computerised. Proposal has been put up to the concerned authority to fully computerise both.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5619	-	616	431200	5619	-
Reference Books	422				422	
e-Books						
Journals	09		06	2500	09	
e-Journals						
Digital Database						
CD & Video	05				05	Gifted
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	32	01				01	05	
Added						-	-	
Total	32	01				01	05	

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

The campus is wi-fi enabled for both teachers and students with services provided by Reliance Jio.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1 Lakh

ii) Campus Infrastructure and facilities

2 Lakhs

iii) Equipments

1.5 lakhs

iv) Others

Total :

4.5 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- All Necessary and important notices are updated on the notice boards.
- Necessary information are also circulated in the classrooms and announced in the assembly on Monday.
- Suggestion boxes are placed in the administrative block, library and hostels.

5.2 Efforts made by the institution for tracking the progression

- All the graduating students are asked to fill a form wherein they give all the necessary information about themselves like, their contact numbers, email addresses, future plans, etc.
- The College along with the Alumni Association try to keep track of students' progression through social media like Whatsapp and Facebook.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
434			

(b) No. of students outside the state

12

(c) No. of international students

NIL

No	%
248	57.14%

Men

Women

No	%
186	42.85%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
02	01	431			434	04	01	415			420

Demand ratio

Dropout %: 2.30% of students admitted.

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

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- There is a full time student counsellor.
- Career Guidance Seminar for BA Semester VI students conducted in March 2017.
- Career Guidance Seminar with special emphasis on Entrepreneurship and Mass media conducted in March 2018.
- Coaching classes conducted for Entrance Exams in Universities.

No. of students benefitted

250

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- The Women's Cell of the College organized an awareness programme on Women Helpline (181) Scheme on 7 March 2017 in collaboration with Nagaland State Social Welfare Board, State Resource Centre for Women, with Ms. Chothalü Phesao, Senior Call Responder, 181 Helpline and Ms. Repabenla, Case worker, One Stop Centre as the Resource Persons. They sensitized the girls on the need of the Helpline 181 as a support for women in distress, and highlighted on Sakhi, the One-Stop Centre at Dimapur, which provides integrated support and assistance to women affected by violence, both in private and public spaces.
- On 11 August 2017, Women Cell launched craft work for girl students which continued till 2018. The craft work involved making of Book Marks and Dream Catchers during the off periods giving them the opportunity to learn new skills through hands-on training from the women faculty of the College.
- Every year the boys hostellers organise Ladies Night to celebrate womanhood and show respect to them.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	03	46,800
Financial support from government	168*	
Financial support from other sources		
Number of students who received International/ National recognitions		

*Scholarships given by the government are deposited directly to the students' bank accounts.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: One (redressed).

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- Sazolie College strives to promote quality education through an intensive system of education.

Mission

- To provide adequate and up-to-date facilities.
- To facilitate the growth of responsible citizenry.
- To give equally strong emphasis on the moral and spiritual aspects of education.

6.2 Does the Institution have a management Information System

The College has a management system which manages office works like admissions; students' data, enrolment and attendance; accounts; and internal assessment.

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

6.3.1 Curriculum Development

- Some faculty members are involved in the restructuring, review and revision of curriculum as members of The Board of Undergraduate Studies (BUGS) constituted by the affiliating University.
- The Academic Committee, comprising of the Head of Departments (HoDs), oversees the overall academic activities to ensure quality and proper implementation of the prescribed curriculum.

6.3.2 Teaching and Learning

- The Tutorial System, which is writing assignments, paper presentation followed by an intensive discussion, is followed with proper guidance from the teachers to encourage independent learning, critical thinking and to develop the power of comprehension and writing in students.
- Lesson Plan is submitted to the Academic Dean by all the teachers at the beginning of the Semester to ensure proper utilization of the teaching hours throughout the semester.
- Use of ICT facilities is encouraged in the teaching-learning process.
- Remedial classes are conducted for students with backlog in their previous semesters and also for students requiring additional guidance.
- Teachers and students are encouraged to engage in a healthy interaction and support system.
- Evaluation of teachers by students is done periodically.
- Positive feedback for improvement of the teaching and learning process is acquired through the suggestion box and also from interaction of students with the College administration.

6.3.3 Examination and Evaluation

- The College follows the continuous and comprehensive method of assessment and evaluation.
- All examinations are monitored and conducted under the supervision of the Examination Committee headed by the Vice-Principal.
- At least three activities like assignments, class tests, open book tests, quizzes, seminars, paper presentations, projects, etc. are done to evaluate the students in the Internal Assessment.
- End term exam question papers are set by the University.
- Transparency is maintained in the assessment and evaluation of students.
- Proper orientation and briefing on exams and evaluation for teachers is done before every exam.

6.3.4 Research and Development

- The College has a Research Committee.
- The College encourages teachers to undertake research works/projects and is ready to facilitate and ensure smooth progress of their research activities.
- Leave is granted for research works.
- Publication of an annual peer reviewed journal is in the offing.
- An updated version of the simplified research methodology for students will be published in the next academic session.
- Departmental and inter-departmental workshops, seminars and talks are regularly organised.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- One computer Lab.
- One Psychology Lab.
- Library has SOUL 2.0 Software by INFLIBNET.
- Four classrooms with interactive boards and overhead LCD Projectors.
- Some Laptops provided for faculty and organisations for teaching and to be used during programmes.

6.3.6 Human Resource Management

- Faculty and staff are encouraged to attend workshops, orientation, trainings, seminars, etc. They are also encouraged to act as resource persons outside the institution in their areas of expertise. Leave is granted with pay for such programmes and activities.
- Students are encouraged to participate and exhibit their skills and talents in various competitions in and outside the College. Due support and recognition is given to the participants and winners.

6.3.7 Faculty and Staff recruitment

Faculty recruitment is done as per UGC and University norms; and Staff recruitment as per College Service Rules.

6.3.8 Industry Interaction / Collaboration

- Diploma in Computer Application (DCA) Course offered to students in collaboration with All India Computer Saksharta Mission (AICSM).
- Departments are encouraged to collaborate with agencies and experts to provide exposure and knowledge to students apart from classroom teaching and learning.
- Lectures and talks by experts and achievers in different areas are often conducted in the College.

6.3.9 Admission of Students

- Information about the College and admission are given in the daily newspapers and College website.
- Entrance examination has not been conducted till now. Students coming for admission are personally interviewed by the College administration. Proper consultation is done among the Principal, Vice-Principal and Administrator and sometimes the Heads of the Departments, if required, to ensure transparency.
- Any student who has cleared 10+2 or equivalent exams is eligible to apply for admission in the College. However, only those with 45% or above are eligible to get enrolled in the honours courses.

6.4 Welfare schemes for

Teaching	EPF
Non teaching	Staff Welfare Fund
Students	Free studentship

6.5 Total corpus fund generated

10 lakhs

6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic Committee
Administrative	No		Yes	Governing Body

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

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Involvement in major programmes and activities of the College.
- Sponsoring the subscription of one Journal for the College Library.
- Representative in the IQAC.

6.12 Activities and support from the Parent – Teacher Association

- Providing feedback through questionnaire distributed to them for overall growth and improvement of the College.

6.13 Development programmes for support staff

- Orientation by Administrator.

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

- Gardens and surroundings constantly tended and maintained making the campus very peaceful and clean.
- The College campus declared a tobacco-free zone by the Department of Health and Family Welfare, Govt. of Nagaland.
- Solar panels have been installed in the terrace.
- Pledge obtained from the students to extend support to keep the campus litter-free.
- Tree plantation drives conducted by the different organisations.
- The Eco-Club maintains a garden. Cleanliness drive conducted by the club once a year at the Puliebadze Wildlife Sanctuary, which sits adjacent to the College.
- The College has been a beneficiary of the Government of India's initiative UJALA Project, spearheaded by the Energy Efficiency Services Limited.

Criterion – VII

7. Innovations and Best Practices

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

- Academic Auditing of the departments.
- Monthly Attendance report of the students given to the hostels' Wardens for follow-up action.
- Physical presence, involvement and help of alumni during the College activities and programmes.
- Departmental Orientations.

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

Plan of Action	Achievements
Mentoring Class	Conducted on 21 February 2017
Career Guidance Seminar	Conducted on 4 March 2017
Annual Lecture '17	Conducted on 31 March 2017
Orientation for Semester I	Conducted on 13 June 2017
Departmental Orientation for Semester I: English, History, Education, Economics, Political science, Sociology	Conducted on 14 June 2017
Orientation for College Organisations: NSS, NCC, RRC, Women Cell, Young Indians, Eco Club and Students' Council.	Conducted on 1 July 2017
Departmental Activities	Conducted on 29 July 2017
IQAC Meeting	Held on 17 August 2017
Cultural Day	Conducted on 01 September 2017
Intercollegiate Debate Competition	Conducted on 22 September 2017

Literary Day	Conducted on 18 November 2017
Mentoring Class	Conducted on 13 February 2018
Career Guidance Seminar	Conducted on 16 March 2018
IQAC Meeting	Held on 17 March 2018
Annual Lecture '18	Conducted on 28 March 2018
The following activities are not mentioned in the Calendar but nonetheless conducted to fulfil the plan and objective of the IQAC:	
Talk on "Drug Abuse" in collaboration with 3 Assam Rifles, Kohima	Conducted on 29 June 2017
Talk on "Relevance of Naga (Homeland) Politics and Identity in the Present Neoliberal Context: A Critical Sociological Understanding" by Prof Kedilezo Kikhi	Conducted on 21 July 2017
A motivational talk under the theme, "A New Perspective" in collaboration with Young Indians, Nagaland Chapter	Conducted on 15 September 2017
NSS Special Camp	Conducted from 1-3 December 2017
Workshop on 'My History Kit'	Conducted on 5 December 2017

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

1. Mentor-Mentee Programme. 2. Lesson Plan of Teachers.
--

****The details have been given in Annexure III***

7.4 Contribution to environmental awareness / protection

- Tree plantation drives conducted by the different organisations in the campus and outside.
- The Eco-Club maintains a garden. Cleanliness drive is conducted by the club once a year at the Puliebadze Wildlife Sanctuary, which sits adjacent to the College.
- Cleaning of statues and monuments in public parks and places.
- Environmental Awareness and Conservation camp held at Mezoma village, from 1-3 December 2017.
- The College campus declared a tobacco-free zone by the Department of Health and Family Welfare, Govt. of Nagaland.
- Installation of solar panels in the hostel terrace.
- Pledge obtained from the students to extend support to keep the campus litter-free.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strengths:

- Clearly stated vision and mission.
- Clean, serene and environment friendly campus.
- Well-qualified faculty.
- Effective instructional, assessment and evaluation system.
- Good student-teacher ratio.
- Promotion of interactive, collaborative and independent learning.
- Emphasis on extra-curricular and extension activities with focus on a holistic development of students.
- Good infrastructural facilities.

Weaknesses:

- The College needs to introduce more skill development courses.
- Lack of more disciplines/streams.
- Construction of sports facilities like a football ground poses a problem as the College is located in a hilly area.
- More research activities and research output required.

Opportunities:

- To upgrade to Post-Graduate Level and Autonomous status eventually.
- Collaborate with more institutions, organisations and individuals.
- Initiate more research activities as the region provides wide scope for research in various fields.
- To encourage alumni members to continue their relationship with their alma mater.
- To improve sports facilities.

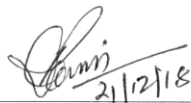
Threats:

- To fulfil its vision, the College needs to constantly focus on staying relevant by producing students with strength of character and employability instead of merely focussing on a good pass percentage in the exams.
- There is always the danger of redundancy and complacency creeping into the system unless the institution keeps a check on them by being aware of the negative implications.

8. Plans of institution for next year

1. To organise interdepartmental workshops, seminars etc.
2. To conduct separate departmental activities.
3. To conduct Career Guidance seminar.
4. To undertake departmental tours to local areas and study the local history.
5. To collaborate with other institutions, NGOs, agencies etc.
6. To compile and update the Simplified Research Methodology booklet for students.
7. To conduct a workshop on Research Methodology or Orientation programme on relevant topics for faculty members.
8. To continue to engage and encourage more participation from stakeholders like the parents and alumni.
9. To continue to organise more environmental awareness programmes and activities.
10. To introduce skill development courses.
11. To start and publish an annual peer-reviewed journal.
12. To engage in more extension activities and fulfil social responsibilities.
13. To streamline the existing remedial classes for weaker students and focus on the individual subjects.
14. To introduce more streams/disciplines.


Name **Dr. Puspanjoli D. Nakhro**



Handwritten signature of Dr. Puspanjoli D. Nakhro, dated 21/12/18.

Signature of the Coordinator, IQAC

Name **Dr. Kangzangding Thou**



Handwritten signature of Dr. Kangzangding Thou, dated 21/12/18.

Signature of the Chairperson, IQAC

SAZOLIE COLLEGE
TENTATIVE ACADEMIC CALENDAR (2017-2018)

EVEN SEMESTER

17 Jan 2017	-	Faculty Meeting /Arrival of Hostellers
18 Jan 2017	-	Resumption of Classes for Even Semester
26 Jan 2017	-	<i>Republic Day</i>
21 Feb 2017	-	Mentoring Class (3 rd Period)
25 – 26 Feb 2017	-	Spiritual Conference
28 Feb – 03 Mar 2017	-	College Week/Sports Meet
04 Mar 2017	-	Career Guidance Seminar
10 Mar 2017	-	Departmental Meeting & Submission of Internal Marks
13 Mar 2017	-	<i>Holi</i>
14 Mar 2017	-	Meeting of Board of Moderators for Internal Assessment
16 Mar 2017	-	Internal Assessment Results
18 Mar 2017	-	Parting Social
31 Mar 2017	-	Annual Lecture
01 – 04 Apr 2017	-	Study Break
*End Term Exams will be as per schedule of Nagaland University (05-21 Apr 2017: Tentative)		
14 & 15 Apr 2017	-	<i>Easter Break</i>
*Even Semester Break till 31 May 2017		

ODD SEMESTER

Admission to Semester I will start immediately after the HSSLC Result Declaration.

01 – 05 June 2017	-	Admission to Semester III & V
05 June 2017	-	Faculty Meeting/Arrival of Semester III & V Hostellers
06 June 2017	-	Commencement of Classes for Semester III & V
12 June 2017	-	Arrival of Semester I Hostellers
13 June 2017	-	Orientation for Semester I
14 June 2017	-	Departmental Orientation for Semester I
26 June 2017	-	<i>Id-ul-Fitr</i>
01 July 2017	-	Orientation for College Organizations: NSS, RRC, WOMEN CELL, YOUNG INDIANS & ECO CLUB
15 July 2017	-	Freshers' Day
29 July 2017	-	Departmental Activities
05 Aug 2017	-	SCSC Election
12 – 14 Aug 2017	-	Sazolie College Fellowship Camp
15 Aug 2017	-	<i>Independence Day</i>
17 Aug 2017	-	IQAC Meeting
19 Aug 2017	-	Song Fest
01 Sept 2017	-	Cultural Day
02 Sept 2017	-	<i>Id-ul-Zuha/Bakrid</i>
11 Sept 2017	-	Departmental Meeting & Submission of Internal Marks
14 Sept 2017	-	Board of Moderators Meeting for Internal Assessment
15 Sept 2017	-	Internal Assessment Results
16 Sep 2017	-	College Debate Competition
22 Sep 2017	-	Inter-collegiate Debate Competition
29&30 Sep 2017	-	<i>Durga Puja</i>
02 Oct 2017	-	<i>Gandhi Jayanti</i>

*End Term Exams will be as per Schedule of Nagaland University (03-21 Oct 2017: Tentative)

10 Oct 2017 - College Foundation Day

19 Oct 2017 - *Diwali*

EVEN SEMESTER

01 Nov 2017 - Declaration of Odd Semester Results

01 – 04 Nov 2017 - Admission for Even Semester (Semester II, IV & VI)

06 Nov 2017 - Faculty Meeting, Arrival of hostellers

07 Nov 2017 - Commencement of Classes for Even Semester

18 Nov 2017 - Literary Day

01 Dec 2017 - *State Inauguration Day*

02 Dec 2017 - *Milad-Un-Nabi*

08 Dec‘17-14 Jan‘18 - Winter Break

15 Jan 2018 - Faculty Meeting/Arrival of Hostellers

16 Jan 2018 - Resumption of Classes for Even Semester

26 Jan 2018 - *Republic Day*

13 Feb 2018 - Mentoring Class (3rd Period)

26 – 28 Feb 2018 - State Assembly Election

02 Mar 2018 - *Holi*

09 Mar 2018 - Career Guidance Seminar

12 Mar 2018 - Departmental Meeting & Submission of Internal Marks

14 Mar 2018 - Meeting of Board of Moderators for Internal Assessment

16 Mar 2018 - IQAC Meeting/Internal Assessment Results

17 Mar 2018 - Parting Social

28 Mar 2018 - Annual Lecture ‘18

29 Mar – 04 Apr 2018- *Easter Break/Study Break*

*End Term Exams will be as per Schedule of Nagaland University (05-21 Apr 2018: Tentative)

*Even Semester Break: Till 31 May 2018

SAZOLIE COLLEGE
Questionnaire for Parents

1. What made you choose Sazolie College for your child or ward?

2. How will you rate the College campus and infrastructure?
 - A. Excellent
 - B. Good
 - C. Satisfactory
3. Are you satisfied with the facilities provided by the College?
 - A. Yes
 - B. No
 - C. No comment
4. Is the installation of CCTV cameras a good measure for effective management?
 - A. Yes
 - B. No
 - C. No comment
5. Are you satisfied with the present communication system between the College and the parents relating to students' attendance and performance?
 - A. Yes
 - B. No
 - C. To some extent
6. How will you rate the College administration?
 - A. Good
 - B. Not very good
 - C. No comment
7. Do you think the Parents-Teachers Forum can contribute to enhance the performance of students?
 - A. Yes
 - B. No
 - C. May be
8. Is the College cordial and helpful to you whenever you visit for any purpose?
 - A. Yes
 - B. No
 - C. To some extent
9. What is your opinion about the College bus service?
 - A. Satisfactory
 - B. Not satisfactory
 - C. No comment
10. Do you think your child is able to get enough study material from the College Library?
 - A. Yes
 - B. No
 - C. To some extent

11. Has the academic performance of your child/ward improved after joining the college?
- A. Yes
B. No
C. To some extent
12. Do you feel that extra-curricular activities help in the overall growth and development of the students?
- A. Yes
B. No
C. To some extent
13. How motivated is your child/ward in co/extra-curricular activities?
- A. Highly motivated
B. Motivated
C. To some extent
14. Do you feel the continuous assessment of the students is benefitting your child/ward?
- A. Yes
B. No
C. To some extent
15. Do you think the Tutorial System is helping your child/ward?
- A. Yes
B. No
C. To some extent
16. Do you feel that the teaching system in the College is developing independent thinking of your child/ward?
- A. Yes
B. No
C. To some extent
17. Are you satisfied with the instructional process being followed in the College?
- A. Yes
B. No
C. To some extent
18. Give suggestions for improvement in teaching and learning process.
- _____
- _____
19. Any other comments/suggestions.
- _____
- _____

- **The responses have been compiled and given in a chart below**
- **Serial No.1, 18 & 19 are for suggestions and comments so they have not been included in the chart.**

Best Practice – I**1. Title of the Practice**

- Mentor-Mentee Programme.

2. Goal

- To guide and mentor the students in various aspects and help them excel in their overall performance.

3. The Context

- Students need mentoring and guidance of the teachers in order to excel in their studies, build their characters and develop their skills. In the absence of a mentor, it is natural for some students to lose their focus because of the distractions around them which can affect their overall performance. Therefore, with the objective to help them stay focused and excel in their works, the Mentor-Mentee Programme has been introduced in the College.

4. The Practice

- The students are divided into small groups of 20 or 25 and are assigned to the teachers, who will become their mentors. The mentors will guide and monitor the performance and progress of their mentees throughout the whole academic session focusing on their class attendance and participation in academic and extracurricular activities. The students will also be encouraged and given guidance to hone their skills and talents. Mentoring is a continuous process, however to ensure that all the students are benefitted by the programme, at least two classes in a semester are kept aside for mentoring. The Vice-Principal acts as the Chief Mentor. He divides and assigns the students to the teachers and also oversees the whole process.

5. Evidence of Success

- Increased participation of students in the academic and extra-curricular activities.
- Teachers are better equipped to give guidance to the students as they become more aware of the problems and requirements of the latter.
- Increase in the class attendance of students.
- It creates a better teacher-student relationship.
- Improvement is often noticed in the academic and overall performance of some weak students.

6. Problems Encountered and Resources Required

- It is often difficult for the mentors to meet the irregular students.
- Mentoring is mostly confined to academic performance, participation in extra-curricular activities and class attendance.
- With other duties and responsibilities to fulfill, the mentors often face time constraints.

Best Practice – II

1. Title of the Practice

- Lesson Plan of Teachers.

2. Goal

- To ensure proper completion of the courses and proper implementation of the curriculum.

3. The Context

- Teachers are often faced with the problem of paucity of time in completing their syllabus. Thus, having their lessons clearly planned out at the start of the semester helps them to be more organised and systematic in their teaching and evaluation process.

4. The Practice

- At the start of the semester, teachers prepare their lesson plans keeping in mind the duration of the semester and number of classes. The lesson plans are submitted to the Academic Dean who tries to ensure that all the teachers follow their lesson plans accordingly.

5. Evidence of Success

- This helps the teachers to complete their courses on time.
- Enough time can be given to all the topics or units.
- The class hours can be properly utilized.
- Students can also be prepared mentally to get the optimum benefit.

6. Problems Encountered and Resources Required

- Cancellation of classes due to unavoidable circumstances sometimes interferes in the proper implementation of the lesson plans prepared.