



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		S.D.JAIN GIRLS' COLLEGE
• Name of the Head of the institution		KIRTICHANDRA ROUT
• Designation		PRINCIPAL (IN-CHARGE)
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03862-232754
• Mobile No:		9862042555
• Registered e-mail		sdjgc1993@gmail.com
• Alternate e-mail		sdjgc1993@yahoo.in
• Address		s.d.jain girls' college, jain temple road
• City/Town		dimapur
• State/UT		nagaland
• Pin Code		797112
2.Institutional status		
• Type of Institution		Women
• Location		Urban
• Financial Status		Self-financing

• Name of the Affiliating University	Nagaland University				
• Name of the IQAC Coordinator	Dr. Sant Kumar Gupta				
• Phone No.	03862230230				
• Alternate phone No.	03862232754				
• Mobile	9436013686				
• IQAC e-mail address	sdjgc1993@gmail.com				
• Alternate e-mail address	sdjgc1993@yahoo.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.sdjaingirlscollege.com/UploadedFiles/Media/AQAR-1.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.sdjaingirlscollege.com/UI/Calendar.aspx#calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.53	2019	28/03/2019	28/03/2024
6.Date of Establishment of IQAC			08/09/2018		
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	
s.d.jain girls' college	grant in aid	state govt.	1	100000	
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			1		

<ul style="list-style-type: none"> 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"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* Due to Covid-19, offline classes could not be conducted. So for completion of course and benefit of students the IQAC recommended initiating online classes and college subscribed to Google work space. * In such depressing times in order to motivate and encourage the students, the IQAC suggested to conduct online competition at frequent intervals. * IQAC instructed the Teachers to upload / share necessary materials, notes and video to google classroom. *IQAC suggested to conduct Online Exams through Google forms and whatsapp portal. * As per University and state Govt. guidelines on covid-19, it was resolved in IQAC meeting to resume offline classes. Under IQAC initiation parallel classes (offline and online (Live) classes) were conducted to benefit maximum students.</p>		
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
To provide an orientation programme to the students.	Orientation programme was conducted in the beginning of the year and students were briefed about the various activities and facilities of the college.
Celebration of national importance days	National importance days celebrated
Continuous and comprehensive evaluation of students by conducting tests, assignments, seminars, skill development activities etc.	Regular and periodic tests and assignments were conducted and internal assessment marks were recorded.
To purchase more books and journals	Various new books and magazine were purchased.
Continuation of Mentor system	Mentor system is continued to help the students to set their academic targets.
Participation in inter collegiate fests competitions	Due to pandemic online participation done by the students
Encouragement to sports activities	Sports not organized due to covid19
Additional Wi-Fi facility in the college	Successfully installed JIO fibre in the college to give facilities for the access to staff and students.
Construction of Toilets	Existing toilets have been upgraded
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	06/02/2020
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 8

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

File Description	Documents
Data Template	View File

2. Student

2.1 364

Number of students during the year

File Description	Documents
Data Template	View File

2.2

198

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

File Description	Documents
Data Template	View File

2.3

372

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

30

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

0

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	8
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	364
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	198
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	372
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	157.81706
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
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 affiliating university provides details of the Course and guidelines relating to curriculum, model questions and others to be given to the teaching faculty. The IQAC members deploy action plans for effective Implementation of the curriculum prescribed by the Nagaland University. At the beginning of every academic session the college prepares the Academic calendar, publishes the prospectus and syllabus, and prepares class routines and details of activities and co-curricular activities. For the effective delivery of the curriculum, lectures are planned to be integrated with regard to materials, group discussions, seminars, assignments, presentation of papers, use of audio-visual aids as far as possible. Besides, the college organizes field-trips and educational tours to give exposure to the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sdjaingirlscollege.com/UI/Prospectus.aspx#course

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

The academic calendar lays out the teaching-learning hours, which enables teachers to plan for their lectures in advance, complete the syllabus on time and ensures that adequate time and resources have been allotted according to the requirement and needs of the learners.

Thus the academic calendar helps to meet the desired learning outcome targets. The academic calendar is prepared in accordance with holidays and examination dates, and lists the monthly and semester-wise lesson plans for all the UG departments of the college. This enables teachers to evaluate their own performance and monitor the preparedness of the learners.

Every teacher in the different UG departments of the college prepare a monthly lesson plan and record the progress of the completion of the course. This also helps teachers to review the effectiveness of the teaching-learning process in the classroom and make necessary adjustments as per the requirements of the class.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.sdjaingirlscollege.com/UI/Calendar.aspx#calendar

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating D. Any 1 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

1

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

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	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Human Values and Professional Ethics:

1. The B.Com Programme incorporates a course on business ethics.

3. The stories and poetries in Hindi literature also tries to teach human values in the form of moral lessons.

4. There are many courses offered under the English Honours Programme and education Honours Programme that teach valuable lessons in human values and ethics.

Gender:

1. The English Honours Programme offers a course to acquaint learners with the politics of region, race and gender in former

colonial states.

2. Sociology as a subject also addresses issues related to violence against women, low status of women in society- its causes and remedies.

Environment and Sustainability

1. A compulsory course on Environment Studies is taught to students of all B.Com and B.A .

2. The Economics Honours Programme offers a course to teach students the importance of design and implementation of environmental policy, environmental valuation methods and applications and relevance of sustainable development.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

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

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

106

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf

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

460

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

364

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

During the pandemic all the departments tried its best to bring students under one platform through Google Classroom and Whatsapp group at the starting of the session. Counseling and induction program was conducted online to make the students aware of the course, mode of assessment and evaluation process. An internal test and class response helps to asses slow and advanced learners. They were also provided with scanned copies of specific chapters and link of e-books through google classroom. University questions paper was uploaded in college websites to help the students prepare for examinations.

File Description	Documents
Link for additional Information	http://www.sdjaingirlscollege.com/UI/NewsDescription.aspx?Newsid=TkVXUzEwMDAwODI%3d
Upload any additional information	View File

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

Number of Students	Number of Teachers
1109	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Teaching and learning in the college has always been student centric. Students were encouraged to participate in webinars conducted by different institutions during the pandemic.

Counseling Cell for stress management during covid 2019 pandemic was created for counseling of students and to strengthen their mental health in the difficult time.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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

During the time of sheer uncertainty and constant fear amid the pandemic, technology has been a source of lifeline and hope in many ways. The teachers of the institution used many platforms like Google meet, Google classroom, Whatsapp and many more to continue the process of learning for the students amid pandemic. E-mails and google forms were used for both subjective and objective evaluation process. Webinars were also conducted from time to time to keep abreast with the changing scenario.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

30

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Students are made aware about the syllabus and evaluation process at the beginning of each academic year through orientation/induction programs and also in regular online classes undertaken in the pandemic period. Exam schedule is also circulated in each departmental whatsapp group 10-15 days before the exam. Exam pattern is discussed in the online classes even before the exams and practice sessions are conducted.

For Under graduation internal exam is conducted. However, re-exams are conducted for such students who fail to give exams in the pre-mentioned dates due to technical or any other reason during the pandemic.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Internal examination related grievance is very well resolved at the departmental level as well as by the examination department of the institution. Grievance like failure of the students to give exam on the prescheduled dates during the pandemic resolved at the departmental level by conducting re-exams for such students. In order to tackle the grievance related to attendance in the examination, the department prepares the list of appeared and not appeared students and is crossverified from the student registration list. Whereas grievance related to marks posting and internal results are resolved by the institutional examination

department .

File Description	Documents
Any additional information	View File
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 teachers of all subjects are fully aware of the course outcome of the offered course as it is itself given in the syllabus. The course is designed to expose the students to the basic knowledge of theory and practical knowledge and how they apply it to their real life situations. The students are also aware of the course outcome as it is mentioned in the syllabus. The respective teachers also acquaint them with it from time to time. The students are encouraged and motivated for their prospects and job opportunities of each subject.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

As POs and Cos have been specified in the syllabus, the teachers evaluate the above by their own simple methods. At the beginning of every session the students are evaluated on the basis of their past results and performance. After the completion of the course the outcome is estimated by internal assessment such as class tests and surprise tests. The result of the final examination also suggests how fruitfully the course has been delivered and assimilated among the students. PSOs are discussed in the classroom by the teachers. Publications of different newspapers are collected and displayed on the notice board to make the students to aware of career options related to their specific course. This helps the students as well as the teachers to assess the effectiveness of

the teaching learning system.

File Description	Documents
Upload any additional information	View File
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

372

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

2.7 - Student Satisfaction Survey

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

<http://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

0

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

0

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

3.3 - Extension Activities

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

The students are motivated from time to time to participate in several activities related to social and gender issues. These extension activities are conducted by the different bodies/cells of the college like Red Ribbon Club and NCC .

However due to pandemic only few activities could be organized. After the unlock 1 when colleges/academic institution were opened cadets of NCC and students of NSS undertook cleanliness drive to clean the campus and surrounding areas.

File Description	Documents
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx
Upload any additional information	View File

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

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

0

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

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

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

175

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

175

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The physical and academic facilities including classrooms, seminar halls, computer, etc. are made available for all the students and staffs. Classrooms have whiteboards and CCTV installed which are utilized regularly by the students and staff. The seminar room is also made available for other organizations during holidays and after classes. Maintenance is done on a daily basis. The maintenance and cleaning of the class rooms are done with the efforts of the multi task Staffs. We also have vendors with us for taking care of Electric and Plumbing works. The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. Ten computers are installed with internet in the library for the students. One Computer are installed in the library for the faculty for preparing teaching slides for their ICT enabled teaching in the class rooms. All these computers are well maintained and being repaired as and when required by the vendor registered with the institute. The college website is maintained and updated regularly by the Principal. The maintenance of generator is regularly done with its company persons as and when required. The water tanks are being cleaned regularly. 1 RO system for pure drinking water facility are maintained. All the fire equipment are regularly upgraded as and when required by the local party.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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

The sports committee of the institution actively works to encourage and take students for inter-college for various sports. The college has a cultural committee that engages students into different cultural activities. It also takes students for Inter-college cultural competitions. However, due to pandemic only few activities could be organized.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/StudentService.aspx#ncc

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

10.81

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

4.2 - Library as a Learning Resource

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

Library has a collection of Text books, Reference books and others books and peer-reviewed journals an. The reading room is well furnished to accommodate 30 students at a time and provides conducive environment for study. A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack. The library has under closed circuit television (CCTV) surveillance Cameras. Till now our library is not automated and college planning to upgrade in future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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 E. None of the above

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

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

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

0.17927

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

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

2525

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Classrooms have whiteboards and CCTV installed which are utilized regularly by the students and staff.The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required.Ten computers are installed with internet in the library for the

students. One Computer are installed in the library for the faculty for preparing teaching slides for their ICT enabled teaching in the class rooms. All these computers are well maintained and being repaired as and when required by the vendor registered with the institute. The college website is maintained and updated regularly by the Principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

4.3.2 - Number of Computers

20

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

4.39

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

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

For maintaining and utilizing physical, academic and support facilities for students and teachers decision being taken by the Management of the college in consultation with the Principal of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

590

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

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

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

28

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

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

E. none of the above

File Description	Documents
Link to institutional website	http://www.sdjaingirlscollege.com/UI/Gallery.aspx
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

E. None 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

0

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
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)	View File

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)

So far as student participation in academic activities of the college is concerned, their view points are taken into consideration through the Principal. Students are made aware of gender, ragging and other important issues from time to time. A complaint and suggestion box has been installed at a prominent place in the college. It's a matter of much relief that no case of sexual harassment or ragging has yet been registered. It is perhaps because of the initiatives taken by college vice-versa the active participation of students in college activities.

File Description	Documents
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/StudentService.aspx#sdjgcsu
Upload any additional information	No File Uploaded

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

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

0

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

5.4 - Alumni Engagement

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

The college had registered alumni association though its activities are limited to the welfare of college, get together and taking part in college cultural activities.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

TOWARDS EXCELLENCE IN EDUCATION

Mission

The college was established to promote liberal education in arts and commerce subject among the girls student of Dimapur town in the state of Nagaland and to instill in the minds of each student the feelings which shall give them an allround personality firmly based in humanitarian and socio-religious outlook, mutual love and respect for the diversity of human existence in line with achievinng nationalistic goals. The mission statement has been outlined in the college prospectus from admission up to the academic calendar of the whole year where policies activities etc are mentioned that the colleges want to achieve.

File Description	Documents
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus
Upload any additional information	View File

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

The college managing board delegates authority and provide operational autonomy to the principal and vice principal who in turn delegates it to the various department and cells. Every department enjoys freedom and authority without much interference so long as they reach the overall institutional goals. The college also promotes participative management. Each department are given complete academic autonomy to decide their own plan strategies regarding their curricular and academic assignment. Different committees and cells have been created to meet the needs of the students and institution. Consultative meetings are conducted to collect feedbacks from students, alumni, parents, guardians, governing body etc., by the principal, staff and faculty and are incorporated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Due to pandemic all classes and examinations were conducted online. For this purpose our college subscribed Google classroom with unique college id number enters the class and attend classes through Google Meet. All the class activities are kept on record mood so that students can refer to the class in case she missed out. All forms of classroom communications were made through this platform including delivering of study material. Though the college was organizing exams through Google classroom but holding exam through Google form was the most promising method among all. The salient features of this method like putting value points to the questions, closing and opening the response window at the desired time and the facility to get the result immediately after the response being made was very helpful in conducting exams for seamless evaluation. Both the students as well as the teachers were benefited by this practice. On one hand the technical capability of the teachers enhanced to handle the technology oriented teaching learning and evaluation, on the other hand the students experienced the functionality of their mail id in real sense.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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.

S D Jain Girls' College is an affiliated college under Nagaland University run by Shri Digamber Jain Samaj, headed by the Principal assisted by Vice Principal. The success of any organization depends upon the coordination and synergy among different units. The college administration runs under two basic units, Academic and Administrative. Vice principal is in charge of the academic unit looks after the conduction of various examinations (Internal/ External, Theory/Practical's) and keep of examination related records. Administrative unit is subdivided into General section and Accounts sections and Library section. General section again divided into two sub units; Arts and Commerce. Each unit is handled by two office assistant each and

two peons. Besides keeping students record of each stream, General section maintains the documents related to the appointment, promotion and retirement of the teaching and non-teaching staff. It keeps record of individual teacher's leave and attendance of the staffs. It also looks after the admission, distribution of TC/CC. Nagaland being a state with majority tribal population, every student belongs to ST are eligible to avail the PM Scholarship. Hence both units of the general section deals all the scholarship related issues.

Accounts section is consist of Head accountant and Cashier. Head accountant is the head of the accounts section assisted by the cashier and two peons. This department keeps the financial records of the institution, purchase of required goods and disbursement of salary and other remunerations. All the financial records are audited by competent internal and external auditors annually.

Library section is headed by librarian one assistant and a peon. It systematically keeps the record of existing books, new arrivals, subscription of journals, periodicals, issue of library cards to the students and records of borrowings.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus
Upload any additional information	View File

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

E. None of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution practices effective welfare measures for teaching and nonteaching staff such as:

- Pension benefits to teaching and non-teaching staff
- Casual leaves
- Advance salary for festivals or special needs
- Medical leaves for staff
- PF loans
- Study leave for teachers
- Restricted holidays for staffs
- Special leaves (Additional Casual leave) for female staff
- Maternity leaves
- Paternity Leave

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	View File

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

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

0

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

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

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

0

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

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

There is no such performance appraisal system for teaching and non teaching staff in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Auditing is an essential process for accuracy and transparency in financial management. The College conducts regular internal audit of accounts for effective financial management.

The auditors verify the income received and expenditure incurred under various heads. It examines that money is spent in a valid correct manner. If any discrepancy is perceived and reported the compliance is done immediately and compliance report is submitted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	View File

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

Our college being a private entity, no funds accept annual Grant-in-Aid is being received from the directorate of higher education on production of Utilization Certificate. The money received from the directorate is used for college development and purchase of library books. (A sum of two lakh rupees sanctioned to the college in the previous financial year).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC in its meeting resolve to contribute significantly for

the quality assurance strategies during the covid-19 period. Two effective processes that were proposed by the IQAC were

1. Online classes and internal evaluation: All the teachers conducted online classes through different ICT modes such as google meet, whatsapp and google classroom. The doubts of the students were also solved online. Internal examinations (Subjective/objective) were also conducted through these modes.

2. Audio video lectures and short notes on google drive: The college procured a Google workspace for teachers and students ,uploaded the audio/video lectures and short notes on the google classroom and google drive.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

During the covid-19 period regular offline classes could not be conducted so online classes were initiated. The IQAC resolved this in its meetings. Accordingly the classes were conducted through Google meet and google classroom. The syllabus was completed and examinations (internal/external) were conducted. The quality initiatives were kept in mind in almost all the teaching learning processes. As the teaching learning methods were different in pre and post accreditation period therefore no reviews could be done by the institution. The covid-19 pandemic was also a great hindrance in making the institutional reviews.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

E. None 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	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Due to pandemic the institution could not any initiative for promotion of gender equity. There exists a counseling cell on Gender issues in the college that provides counseling to the students when required.

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

**7.1.2 - The Institution has facilities for
alternate sources of energy and energy
conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-**

D. Any 1 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has no bio-medical waste. The campus is free of hazardous chemical and radio-active waste. Therefore there exists no management system of these wastes.

The Liquid waste of the campus is managed in 2 ways:

1. The outlet of liquid waste of the laboratory (chemistry lab) is connected with the main drainage of the college as there is very minimal percentage of chemical wastes.
2. The water from the drinking water taps comes to the garden of the college and irrigates the plants.

E-waste and Solid waste: For the e-waste and solid waste management college disposes our e waste and solid waste through local vendor

Wastes recycle system: The garbage and wastes of the day to day is collected in dustbins placed in various corners of the institution. In the evening all the garbage is collected in one big dustbin and the employees of Municipal Council collects the wastes daily. The dry and wet wastes are kept separately.

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	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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: E. None of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit E. None of the above

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

E. None of the above

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

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

The Institution takes sumptuous efforts to provide inclusive environment. The teaching and non-teaching staff comes from

different cultural background (tribal and non-tribal), different socio-economic status and different religion. But there is harmony and tolerance for each and everyone. There is no feeling of belonging to high or low socio-economic status and belonging to different religious and cultural background. All the teaching and non-teaching staff lives like a family.

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

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

In the beginning of every academic session induction programs are held at departmental levels where students are made aware of their constitutional rights and duties. On occasions like Independence Day, Republic Day, Constitution Day the Head of the institution inculcates national spirit and values among students and staff through his/her motivational speech. Student Counseling Cell at the time of pandemic was constituted that addressed the anxieties and frustrations of the students with regard to covid-19. The students were also motivated to get themselves vaccinated and behave like responsible citizens.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators D. Any 1 of the above

and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The college celebrates various national and international festivals like Independence Day, Republic Day, International Women's Day, Constitution Day, NCC Day, World AIDS Day, Yoga Divas, during the academic year 2020-21.

On International AIDS Day a function was organized by the Red Ribbon Club of the college unit in collaboration with Nagaland AIDS Control Society to sensitize the students about the threat of AIDS and its prevention. At the same time students were also sensitized to develop positive attitude towards blood donation. The same platform was also used to create awareness about TB and its curative measures. Azadi ka Amrit Mahotsav was celebrated with great enthusiasm which was followed by Tiranga Yatra.

On 25th October, A webinar on Breast Health Education was organized by College unit of RRC. Dr. Mathangi J, Radiation Oncologist, BGS Gleneagles Global Hospitals Bangalore was the chief speaker of the event.

Due to Pandemic Yoga Divas was organized through virtual mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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 No.1

1. Title of Practice:

Orientation to Professional courses

2. Goal /Aim:

One of the best practices that the institution has endeavoured is the invitation of various agencies offering professional courses directing to choose their career aims:

- To orient the students for future profession
- To help the students to have proper choice of their career.
- To develop the quality of professionalism.
- To acquaint the students with various professions available to suit their aptitude and potentialities
- To develop human qualities.

3. The Context:

Our institution being the premier institution offering arts and commerce courses is keen to develop overall personality, positive attitude, self confidence and the skills essential for living a successful life. In order to achieve the stated objectives, the institution is constantly in touch with various such agencies or institutions to organize seminars, workshops, campus interviews to

orient themselves for living a successful life. Professional in different areas are invited at pre determined schedule to appraise the students about various career opportunities available to them, what are the specific courses they can opt for, what are the various institutions available to cater their needs.

4. The Practice:

- Orientation to Professional courses has become an incorporating part in the teaching learning exercise at the college for which time has been specified in advance.
- Through notice board and circulars students are informed to avail the facility of such activities.
- Each programmes are well supported by LCD projector, audio system and other electronic devices.
- Normally, sessions are divided according to class in order to cater the needs of each and every one.
- Discussion interaction/worksheet and brain storming are the major mode of interaction.

Innovations and Best Practices

5. Evidence of success:

- Building self confidence among the students.
- Get access to the avenues available to them to choose as a career.
- Get a platform to develop their skills.
- Improves the quality of education.
- Parents and guardians show appreciation and support for College initiative.

6. Problems Encountered and Resources Required:

- Since those workshops are to be conducted in the normal class hours it affects the normal class activities.
- Lack of avenues available in the state to practice their skill.

Best Practice No.2

1. Title of Practice:

Social service Campaign

2. Goal /Aim:

One of the best practices that the institution has endeavoured is the Social Service Campaign to inculcate the values of benevolence, humanity, magnanimity, sacrifice, altruism and empathy among the students to implement them in future life. Our student's visits different orphanage in and around Dimapur, meets the children residing there, share their feeling and vibes and with extends even monetary

- To inculcate among the students the value of social responsibility.
- To enlighten them about the need of social service.
- To instil among them the readiness to respond to the humanitarian cause.
- To develop the quality of leadership among the students.
- To develop the virtue of compassion, love, cooperation, charity and empathy.

3. The Context:

The activities of the Social Service Campaign are the epitome of all educational endeavours. The modern world of characterized by individualism and professionalism have left less space for the people to think about others especially those who needs care and support. Helping someone who is in need is truly a soul feeding experience that helps the students to instil the value of charity, love, compassion and most importantly the sense of belongingness to the society and nation. The nucleus of establishing our college is the charity to the community which finds its manifestations through different social service programme organized by the students round the year.

4. The Practice: Social Service

- Social Service Campaign has become an incorporating part in the teaching learning exercise at the college for which time has been specified in advance.
- Through notice board and circulars students are informed to avail the facility of such activities.
- The Department of education being the path breaker in this endeavour has been percolated to all departments across the streams, Arts and Commerce as the time goes on.

- Each programmes/ campaign are led by the assigned teacher in-charges. In fact it is mandatory for all the faculty members of the department who has organized the programme.
- The areas of operation are selected in advance and planning for accomplishment made in advance in presence of the participating students.
- Discussion interaction/worksheet and brain storming are the major mode of interaction for
- Suggestions, ideas, views and opinions are invited from the participating students with positive note.
- All their suggestions, ideas, views and opinions are integrated and a resolution and working strategies are prepared.
- Financial requirements are met by the students itself except the situation when the institutional support is deems necessary.

5. Evidence of success:

The success and failure of any programme depends upon the effective leadership, institutional support, students whole heated involvement and co-operation, support of the all the stalk holders and visionary policy and planning. The encouragement and support of the institution for social service in particular which was the nucleus of establishing our college has gone a long way in instilling healthy social habit. Visiting to the orphanage situated in within the Dimapur town every year after the end of both end and even semester examination, sharing time with the orphan children, understanding their feeling, provide stationary, books and stuff is the part of regular exercise.

Providing food stuff and cloth to poor and destitute dwell in and around the railway station premises is also a part of regular exercise. The same spirit has been maintained by our alumni Marina Kiho, after being crowned Miss Nagaland stated doing charity work with the prize money she got. It is evident that such endeavour led to

- Building leadership qualities among the students.
- Generates sense of belongingness to the society.
- Get them acquainted with access living conditions of the people and their struggle for survival.

- Helping in better utilization of time. Time wasted without any pre occupation utilized in gainful way by involving in social service.
- Motivates the students to manage a system of people.
- Feel satisfied and to involve in a task that earn blessings and best wishes in return.
- Get a platform to develop their skills.
- Improves the quality of education.
- Parents and guardians show appreciation and support for College initiative.

6. Problems Encountered and Resources Required: Although Social Service Campaign is a soul feeding experience but it needs a lot of resource and dedicated effort on the part of the group leader and the team as well as the support from the prominent personalities and the administration. Mobilization of human resource is a real challenge to accomplish such a missionary endeavour.

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

7.3 - Institutional Distinctiveness

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

S.D. Jain Girls' College was established to promote collegiate education in arts and commerce subjects among the girls' students in Dimapur town in the state of Nagaland and to instil in the minds of such students the feeling which shall give them an all-round personality firmly based in humanitarian and liberal outlook.

The objective of the institution is to prepare young girls as responsible citizens for tomorrow and the management spares no means to achieve this goal. The college strives to be an institution of excellence imparting quality education in Arts

Humanities and Commerce for Degree courses under the Nagaland University.

Many of our students make it to achieve greater heights in several fields such as fashion designing, modelling, aviation hostess, academia, civil services, social and commercial entrepreneurs, political leaders and social activists. To name some, from amongst the many, Marina Kiho, Miss Nagaland 2018, Vidya Gurung, Advocate-Guwahati High Court, Yolila Sangtam, Ph.D Bangalore University, Manisha Jain, Chartered Accountant, Ajano Nakhro - Air Hostess in Qatar Airways, Prity Agarwal -Company Secretary (CS), Neha Gupta, Komal Kumari, Rashmi Laxmi Singh, Sonika Singh, all Advocates, amongst several others.

Many of our students are academically well enriched to be employed in many reputed schools and colleges as teachers. In fact, some of them work in our own college in the capacity of teachers and non-teaching staff. The well maintained college neat and clean corridor is a testimony to the fact that both the faculty and non-teaching staff and students tirelessly strive towards making their college beautiful. We are proud that our vision of "TOWARDS EXCELLENCE IN EDUCATION" has borne fruit in creating a pool of environment-conscious and socially-responsible citizens who remain spiritually bonded to the college throughout their life.

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 affiliating university provides details of the Course and guidelines relating to curriculum, model questions and others to be given to the teaching faculty. The IQAC members deploy action plans for effective Implementation of the curriculum prescribed by the Nagaland University. At the beginning of every academic session the college prepares the Academic calendar, publishes the prospectus and syllabus, and prepares class routines and details of activities and co-curricular activities. For the effective delivery of the curriculum, lectures are planned to be integrated with regard to materials, group discussions, seminars, assignments, presentation of papers, use of audio-visual aids as far as possible. Besides, the college organizes field-trips and educational tours to give exposure to the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sdjaingirlscollege.com/UI/Prospectus.aspx#course

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

The academic calendar lays out the teaching-learning hours, which enables teachers to plan for their lectures in advance, complete the syllabus on time and ensures that adequate time and resources have been allotted according to the requirement and needs of the learners.

Thus the academic calendar helps to meet the desired learning outcome targets. The academic calendar is prepared in accordance with holidays and examination dates, and lists the monthly and semester-wise lesson plans for all the UG departments of the college. This enables teachers to evaluate

their own performance and monitor the preparedness of the learners.

Every teacher in the different UG departments of the college prepare a monthly lesson plan and record the progress of the completion of the course. This also helps teachers to review the effectiveness of the teaching-learning process in the classroom and make necessary adjustments as per the requirements of the class.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.sdjaingirlscollege.com/UI/Calendar.aspx#calendar

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

1

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

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	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Human Values and Professional Ethics:

1. The B.Com Programme incorporates a course on business ethics.
3. The stories and poetries in Hindi literature also tries to teach human values in the form of moral lessons.
4. There are many courses offered under the English Honours Programme and education Honours Programme that teach valuable lessons in human values and ethics.

Gender:

1. The English Honours Programme offers a course to acquaint learners with the politics of region, race and gender in former colonial states.
2. Sociology as a subject also addresses issues related to violence against women, low status of women in society- its causes and remedies.

Environment and Sustainability

1. A compulsory course on Environment Studies is taught to students of all B.Com and B.A .
2. The Economics Honours Programme offers a course to teach students the importance of design and implementation of environmental policy, environmental valuation methods and applications and relevance of sustainable development.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**1**

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

1.3.3 - Number of students undertaking project work/field work/ internships**106**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf

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

460

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

364

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

During the pandemic all the departments tried its best to bring students under one platform through Google Classroom and Whatsapp group at the starting of the session. Counseling and induction program was conducted online to make the students aware of the course, mode of assessment and evaluation process. An internal test and class response helps to asses slow and advanced learners. They were also provided with scanned copies of specific chapters and link of e-books through google classroom. University questions paper was uploaded in college websites to help the students prepare for examinations.

File Description	Documents
Link for additional Information	http://www.sdjaingirlscollege.com/UI/NewsDescription.aspx?Newsid=TkVXUzEwMDAwODI%3d
Upload any additional information	View File

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

Number of Students	Number of Teachers
1109	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Teaching and learning in the college has always been student centric. Students were encouraged to participate in webinars

conducted by different institutions during the pandemic. Counseling Cell for stress management during covid 2019 pandemic was created for counseling of students and to strengthen their mental health in the difficult time.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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

During the time of sheer uncertainty and constant fear amid the pandemic, technology has been a source of lifeline and hope in many ways. The teachers of the institution used many platforms like Google meet, Google classroom, Whatsapp and many more to continue the process of learning for the students amid pandemic. E-mails and google forms were used for both subjective and objective evaluation process. Webinars were also conducted from time to time to keep abreast with the changing scenario.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

30

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

30

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Students are made aware about the syllabus and evaluation process at the beginning of each academic year through orientation/induction programs and also in regular online classes undertaken in the pandemic period. Exam schedule is also circulated in each departmental whatsapp group 10-15 days before the exam. Exam pattern is discussed in the online classes even before the exams and practice sessions are conducted.

For Under graduation internal exam is conducted. However, re-exams are conducted for such students who fail to give exams in the pre-mentioned dates due to technical or any other reason during the pandemic.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Internal examination related grievance is very well resolved at the departmental level as well as by the examination department of the institution. Grievance like failure of the students to give exam on the prescheduled dates during the pandemic resolved at the departmental level by conducting re-exams for such students. In order to tackle the grievance related to attendance in the examination, the department prepares the list of appeared and not appeared students and is crossverified from the student registration list. Whereas grievance related to

marks posting and internal results are resolved by the institutional examination department.

File Description	Documents
Any additional information	View File
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 teachers of all subjects are fully aware of the course outcome of the offered course as it is itself given in the syllabus. The course is designed to expose the students to the basic knowledge of theory and practical knowledge and how they apply it to their real life situations. The students are also aware of the course outcome as it is mentioned in the syllabus. The respective teachers also acquaint them with it from time to time. The students are encouraged and motivated for their prospects and job opportunities of each subject.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

As POs and Cos have been specified in the syllabus, the teachers evaluate the above by their own simple methods. At the beginning of every session the students are evaluated on the basis of their past results and performance. After the completion of the course the outcome is estimated by internal assessment such as class tests and surprise tests. The result of the final examination also suggests how fruitfully the course has been delivered and assimilated among the students. PSOs are discussed in the classroom by the teachers. Publications of different newspapers are collected and displayed on the notice are collected and displayed on the

notice board to make the students to aware of career options related to their specific course. This helps the students as well as the teachers to assess the effectiveness of the teaching learning system.

File Description	Documents
Upload any additional information	View File
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

372

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

2.7 - Student Satisfaction Survey

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

<http://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

0

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

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

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

0

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

3.3 - Extension Activities

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

The students are motivated from time to time to participate in several activities related to social and gender issues. These extension activities are conducted by the different bodies/cells of the college like Red Ribbon Club and NCC .

However due to pandemic only few activities could be organized. After the unlock 1 when colleges/academic institution were opened cadets of NCC and students of NSS undertook cleanliness drive to clean the campus and surrounding areas.

File Description	Documents
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx
Upload any additional information	View File

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

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

0

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

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

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

175

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

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

year

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

175

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The physical and academic facilities including classrooms, seminar halls, computer, etc. are made available for all the students and staffs. Classrooms have whiteboards and CCTV installed which are utilized regularly by the students and staff. The seminar room is also made available for other organizations during holidays and after classes. Maintenance is done on a daily basis. The maintenance and cleaning of the class rooms are done with the efforts of the multi task Staffs. We also have vendors with us for taking care of Electric and Plumbing works. The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. Ten computers are installed with internet in the library for the students. One Computer are installed in the library for the faculty for preparing teaching slides for their ICT enabled teaching in the class rooms. All these computers are well maintained and being repaired as and when required by the vendor registered with the institute. The college website is maintained and updated regularly by the Principal. The maintenance of generator is regularly done with its company persons as and when required. The water tanks are being cleaned regularly. 1 RO system for pure drinking water facility are maintained. All the fire equipment are regularly upgraded as and when required by the local party.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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

The sports committee of the institution actively works to encourage and take students for inter-college for various sports. The college has a cultural committee that engages students into different cultural activities. It also takes students for Inter -college cultural competitions. However, due to pandemic only few activities could be organized.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/StudentService.aspx#ncc

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

10.81

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

4.2 - Library as a Learning Resource

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

Library has a collection of Text books, Reference books and others books and peer-reviewed journals an. The reading room is well furnished to accommodate 30 students at a time and provides conducive environment for study. A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack. The library has under closed circuit television (CCTV) surveillance Cameras. Till now our library is not automated and college planning to upgrade in future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

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

E. None of the above

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

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

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

0.17927

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

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

2525

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Classrooms have whiteboards and CCTV installed which are utilized regularly by the students and staff.The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required.Ten computers are installed with internet in the

library for the students. One Computer are installed in the library for the faculty for preparing teaching slides for their ICT enabled teaching in the class rooms. All these computers are well maintained and being repaired as and when required by the vendor registered with the institute. The college website is maintained and updated regularly by the Principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

4.3.2 - Number of Computers

20

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

4.39

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

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

For maintaining and utilizing physical, academic and support facilities for students and teachers decision being taken by the Management of the college in consultation with the Principal of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Gallery.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

590

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

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

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

28

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

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

E. none of the above

File Description	Documents
Link to institutional website	http://www.sdjaingirlscollege.com/UI/Gallery.aspx
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	E. None 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

0

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

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

0

File Description	Documents
Upload supporting data for the same	View File
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)	View File
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)	
<p>So far as student participation in academic activities of the college is concerned, their view points are taken into consideration through the Principal. Students are made aware of gender, ragging and other important issues from time to time. A complaint and suggestion box has been installed at a prominent place in the college. It's a matter of much relief that no case of sexual harassment or ragging has yet been registered. It is perhaps because of the initiatives taken by college vice-versa the active participation of students in college activities.</p>	
File Description	Documents
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/StudentService.aspx#sdjgcsu
Upload any additional information	No File Uploaded
5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	
5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year	
0	

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

5.4 - Alumni Engagement

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

The college had registered alumni association though its activities are limited to the welfare of college, get together and taking part in college cultural activities.

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

Vision

TOWARDS EXCELLENCE IN EDUCATION

Mission

The college was established to promote liberal education in arts and commerce subject among the girls student of Dimapur town in the state of Nagaland and to instill in the minds of each student the feelings which shall give them an allround personality firmly based in humanitarian and socio-religious outlook, mutual love and respect for the diversity of human existence in line with achievinng nationalistic goals. The mission statement has been outlined in the college prospectus from admission up to the academic calendar of the whole year where policies activities etc are mentioned that the colleges want to achieve.

File Description	Documents
Paste link for additional information	http://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus
Upload any additional information	View File

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

The college managing board delegates authority and provide operational autonomy to the principal and vice principal who in turn delegates it to the various department and cells. Every department enjoys freedom and authority without much interference so long as they reach the overall institutional goals. The college also promotes participative management. Each department are given complete academic autonomy to decide their own plan strategies regarding their curricular and academic assignment. Different committees and cells have been created to meet the needs of the students and institution. Consultative meetings are conducted to collect feedbacks from students, alumni, parents, guardians, governing body etc., by the principal, staff and faculty and are incorporated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Due to pandemic all classes and examinations were conducted online. For this purpose our college subscribed Google classroom with unique college id number enters the class and attend classes through Google Meet. All the class activities are kept on record mood so that students can refer to the class in case she missed out. All forms of classroom communications were made through this platform including delivering of study material. Though the college was organizing exams through Google classroom but holding exam through Google form was the most promising method among all. The salient features of this method like putting value points to the questions, closing and opening the response window at the desired time and the facility to get the result immediately after the response being made was very helpful in conducting exams for seamless evaluation. Both the students as well as the teachers were benefited by this practice. On one hand the technical capability of the teachers enhanced to handle the technology oriented teaching learning and evaluation, on the other hand the students experienced the functionality of their mail id in real sense.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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.

S D Jain Girls' College is an affiliated college under Nagaland University run by Shri Digamber Jain Samaj, headed by the Principal assisted by Vice Principal. The success of any organization depends upon the coordination and synergy among different units. The college administration runs under two basic units, Academic and Administrative. Vice principal is in charge of the academic unit looks after the conduction of various examinations (Internal/ External, Theory/Practical's) and keep of examination related records. Administrative unit is

subdivided into General section and Accounts sections and Library section. General section again divided into two sub units; Arts and Commerce. Each unit is handled by two office assistant each and two peons. Besides keeping students record of each stream, General section maintains the documents related to the appointment, promotion and retirement of the teaching and non-teaching staff. It keeps record of individual teacher's leave and attendance of the staffs. It also looks after the admission, distribution of TC/CC. Nagaland being a state with majority tribal population, every student belongs to ST are eligible to avail the PM Scholarship. Hence both units of the general section deals all the scholarship related issues.

Accounts section is consist of Head accountant and Cashier. Head accountant is the head of the accounts section assisted by the cashier and two peons. This department keeps the financial records of the institution, purchase of required goods and disbursement of salary and other remunerations. All the financial records are audited by competent internal and external auditors annually.

Library section is headed by librarian one assistant and a peon. It systematically keeps the record of existing books, new arrivals, subscription of journals, periodicals, issue of library cards to the students and records of borrowings.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus
Upload any additional information	View File

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

E. None of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution practices effective welfare measures for teaching and nonteaching staff such as:

- Pension benefits to teaching and non-teaching staff
- Casual leaves
- Advance salary for festivals or special needs
- Medical leaves for staff
- PF loans
- Study leave for teachers
- Restricted holidays for staffs
- Special leaves (Additional Casual leave) for female staff
- Maternity leaves
- Paternity Leave

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	View File

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

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

0

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

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

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

0

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

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

There is no such performance appraisal system for teaching and non teaching staff in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Auditing is an essential process for accuracy and transparency in financial management. The College conducts regular internal audit of accounts for effective financial management.

The auditors verify the income received and expenditure incurred under various heads. It examines that money is spent in a valid correct manner. If any discrepancy is perceived and reported the compliance is done immediately and compliance

report is submitted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	View File

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

Our college being a private entity, no funds accept annual Grant-in-Aid is being received from the directorate of higher education on production of Utilization Certificate. The money received from the directorate is used for college development and purchase of library books. (A sum of two lakh rupees sanctioned to the college in the previous financial year).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

The IQAC in its meeting resolve to contribute significantly for the quality assurance strategies during the covid-19 period. Two effective processes that were proposed by the IQAC were

1. Online classes and internal evaluation: All the teachers conducted online classes through different ICT modes such as google meet, whatsapp and google classroom. The doubts of the students were also solved online. Internal examinations (Subjective/objective) were also conducted through these modes.

2. Audio video lectures and short notes on google drive: The college procured a Google workspace for teachers and students ,uploaded the audio/video lectures and short notes on the google classroom and google drive.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

During the covid-19 period regular offline classes could not be conducted so online classes were initiated. The IQAC resolved this in its meetings. Accordingly the classes were conducted through Google meet and google classroom. The syllabus was completed and examinations (internal/external) were conducted. The quality initiatives were kept in mind in almost all the teaching learning processes. As the teaching learning methods were different in pre and post accreditation period therefore no reviews could be done by the institution. The covid-19 pandemic was also a great hindrance in making the institutional reviews.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	E. None of the above
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Due to pandemic the institution could not any initiative for promotion of gender equity. There exists a counseling cell on Gender issues in the college that provides counseling to the students when required.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
--	------------------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has no bio-medical waste. The campus is free of hazardous chemical and radio-active waste. Therefore there exists no management system of these wastes.

The Liquid waste of the campus is managed in 2 ways:

1. The outlet of liquid waste of the laboratory (chemistry lab) is connected with the main drainage of the college as there is very minimal percentage of chemical wastes.

2. The water from the drinking water taps comes to the garden of the college and irrigates the plants.

E-waste and Solid waste: For the e-waste and solid waste management college disposes our e waste and solid waste through local vendor

Wastes recycle system: The garbage and wastes of the day to day is collected in dustbins placed in various corners of the institution. In the evening all the garbage is collected in one big dustbin and the employees of Municipal Council collects the wastes daily. The dry and wet wastes are kept separately.

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	No File Uploaded

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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**

E. None of the above

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

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

7.1.6.1 - The institutional environment and

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

E. None of the above

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

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

The Institution takes sumptuous efforts to provide inclusive environment. The teaching and non-teaching staff comes from different cultural background (tribal and non-tribal), different socio-economic status and different religion. But there is harmony and tolerance for each and everyone. There is no feeling of belonging to high or low socio-economic status and belonging to different religious and cultural background. All the teaching and non-teaching staff lives like a family.

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

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

In the beginning of every academic session induction programs are held at departmental levels where students are made aware of their constitutional rights and duties. On occasions like Independence Day, Republic Day, Constitution Day the Head of the institution inculcates national spirit and values among students and staff through his/her motivational speech. Student Counseling Cell at the time of pandemic was constituted that addressed the anxieties and frustrations of the students with regard to covid-19. The students were also motivated to get themselves vaccinated and behave like responsible citizens.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and

D. Any 1 of the above

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

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

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

The college celebrates various national and international festivals like Independence Day, Republic Day, International Women's Day, Constitution Day, NCC Day, World AIDS Day, Yoga Divas, during the academic year 2020-21.

On International AIDS Day a function was organized by the Red Ribbon Club of the college unit in collaboration with Nagaland AIDS Control Society to sensitize the students about the threat of AIDS and its prevention. At the same time students were also sensitized to develop positive attitude towards blood donation. The same platform was also used to create awareness about TB and its curative measures. Azadi ka Amrit Mahotsav was celebrated with great enthusiasm which was followed by Tiranga Yatra.

On 25th October, A webinar on Breast Health Education was organized by College unit of RRC. Dr. Mathangi J, Radiation Oncologist, BGS Gleneagles Global Hospitals Bangalore was the chief speaker of the event.

Due to Pandemic Yoga Divas was organized through virtual mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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 No.1

1. Title of Practice:

Orientation to Professional courses

2. Goal /Aim:

One of the best practices that the institution has endeavoured is the invitation of various agencies offering professional courses directing to choose their career aims:

- To orient the students for future profession
- To help the students to have proper choice of their career.
- To develop the quality of professionalism.
- To acquaint the students with various professions available to suit their aptitude and potentialities
- To develop human qualities.

3. The Context:

Our institution being the premier institution offering arts and commerce courses is keen to develop overall personality, positive attitude, self confidence and the skills essential for living a successful life. In order to achieve the stated

objectives, the institution is constantly in touch with various such agencies or institutions to organize seminars, workshops, campus interviews to orient themselves for living a successful life. Professional in different areas are invited at pre determined schedule to appraise the students about various career opportunities available to them, what are the specific courses they can opt for, what are the various institutions available to cater their needs.

4. The Practice:

- Orientation to Professional courses has become an incorporating part in the teaching learning exercise at the college for which time has been specified in advance.
- Through notice board and circulars students are informed to avail the facility of such activities.
- Each programmes are well supported by LCD projector, audio system and other electronic devices.
- Normally, sessions are divided according to class in order to cater the needs of each and every one.
- Discussion interaction/worksheet and brain storming are the major mode of interaction.

Innovations and Best Practices

5. Evidence of success:

- Building self confidence among the students.
- Get access to the avenues available to them to choose as a career.
- Get a platform to develop their skills.
- Improves the quality of education.
- Parents and guardians show appreciation and support for College initiative.

6. Problems Encountered and Resources Required:

- Since those workshops are to be conducted in the normal class hours it affects the normal class activities.
- Lack of avenues available in the state to practice their skill.

Best Practice No.2

1. Title of Practice:

Social service Campaign

2. Goal /Aim:

One of the best practices that the institution has endeavoured is the Social Service Campaign to inculcate the values of benevolence, humanity, magnanimity, sacrifice, altruism and empathy among the students to implement them in future life. Our student's visits different orphanage in and around Dimapur, meets the children residing there, share their feeling and vibes and with extends even monetary

- To inculcate among the students the value of social responsibility.
- To enlighten them about the need of social service.
- To instil among them the readiness to respond to the humanitarian cause.
- To develop the quality of leadership among the students.
- To develop the virtue of compassion, love, cooperation, charity and empathy.

3. The Context:

The activities of the Social Service Campaign are the epitome of all educational endeavours. The modern world of characterized by individualism and professionalism have left less space for the people to think about others especially those who needs care and support. Helping someone who is in need is truly a soul feeding experience that helps the students to instil the value of charity, love, compassion and most importantly the sense of belongingness to the society and nation. The nucleus of establishing our college is the charity to the community which finds its manifestations through different social service programme organized by the students round the year.

4. The Practice: Social Service

- Social Service Campaign has become an incorporating part in the teaching learning exercise at the college for which time has been specified in advance.
- Through notice board and circulars students are informed

to avail the facility of such activities.

- The Department of education being the path breaker in this endeavour has been percolated to all departments across the streams, Arts and Commerce as the time goes on.
- Each programmes/ campaign are led by the assigned teacher in-charges. In fact it is mandatory for all the faculty members of the department who has organized the programme.
- The areas of operation are selected in advance and planning for accomplishment made in advance in presence of the participating students.
- Discussion interaction/worksheet and brain storming are the major mode of interaction for
- Suggestions, ideas, views and opinions are invited from the participating students with positive note.
- All their suggestions, ideas, views and opinions are integrated and a resolution and working strategies are prepared.
- Financial requirements are met by the students itself except the situation when the institutional support is deems necessary.

5. Evidence of success:

The success and failure of any programme depends upon the effective leadership, institutional support, students whole hearted involvement and co-operation, support of the all the stake holders and visionary policy and planning. The encouragement and support of the institution for social service in particular which was the nucleus of establishing our college has gone a long way in instilling healthy social habit. Visiting to the orphanage situated in within the Dimapur town every year after the end of both end and even semester examination, sharing time with the orphan children, understanding their feeling, provide stationary, books and stuff is the part of regular exercise.

Providing food stuff and cloth to poor and destitute dwell in and around the railway station premises is also a part of regular exercise. The same spirit has been maintained by our alumni Marina Kiho, after being crowned Miss Nagaland stated doing charity work with the prize money she got. It is evident that such endeavour led to

- Building leadership qualities among the students.
- Generates sense of belongingness to the society.
- Get them acquainted with access living conditions of the people and their struggle for survival.
- Helping in better utilization of time. Time wasted without any pre occupation utilized in gainful way by involving in social service.
- Motivates the students to manage a system of people.
- Feel satisfied and to involve in a task that earn blessings and best wishes in return.
- Get a platform to develop their skills.
- Improves the quality of education.
- Parents and guardians show appreciation and support for College initiative.

6. Problems Encountered and Resources Required: Although Social Service Campaign is a soul feeding experience but it needs a lot of resource and dedicated effort on the part of the group leader and the team as well as the support from the prominent personalities and the administration. Mobilization of human resource is a real challenge to accomplish such a missionary endeavour.

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

7.3 - Institutional Distinctiveness

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

S.D. Jain Girls' College was established to promote collegiate education in arts and commerce subjects among the girls' students in Dimapur town in the state of Nagaland and to instil in the minds of such students the feeling which shall give them

an all-round personality firmly based in humanitarian and liberal outlook.

The objective of the institution is to prepare young girls as responsible citizens for tomorrow and the management spares no means to achieve this goal. The college strives to be an institution of excellence imparting quality education in Arts Humanities and Commerce for Degree courses under the Nagaland University.

Many of our students make it to achieve greater heights in several fields such as fashion designing, modelling, aviation hostess, academia, civil services, social and commercial entrepreneurs, political leaders and social activists. To name some, from amongst the many, Marina Kiho, Miss Nagaland 2018, Vidya Gurung, Advocate- Guwahati High Court, Yolila Sangtam, Ph.D Bangalore University, Manisha Jain, Chartered Accountant, Ajano Nakhro - Air Hostess in Qatar Airways, Prity Agarwal -Company Secretary (CS), Neha Gupta, Komal Kumari, Rashmi Laxmi Singh, Sonika Singh, all Advocates, amongst several others.

Many of our students are academically well enriched to be employed in many reputed schools and colleges as teachers. In fact, some of them work in our own college in the capacity of teachers and non-teaching staff. The well maintained college neat and clean corridor is a testimony to the fact that both the faculty and non-teaching staff and students tirelessly strive towards making their college beautiful. We are proud that our vision of "TOWARDS EXCELLENCE IN EDUCATION" has borne fruit in creating a pool of environment-conscious and socially-responsible citizens who remain spiritually bonded to the college throughout their life.

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

7.3.2 - Plan of action for the next academic year

As the world steadily recovers from the pandemic, the college is all geared up to follow up on the unfinished tasks in the previous academic year and to take on the challenges of higher education in the light of the National Education Policy 2020 including the proposed introduction of the Choice Based Credit

System under Nagaland University. S. D. Jain Girls' College strives to be an institution of excellence imparting quality education in Arts, Humanities and Commerce for Degree courses. The plan of action for the next academic year is as follows: 1. Introduction of post graduate courses in various disciplines; 2. Office semi-automation with minimal human intervention; 3. Augmentation of library facilities and access to e-resources; and, 4. Carving out designated official meeting places for various Cells and Committees.

NAAC