



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	
• Name of the Head of the institution	<b>S.D.JAIN GIRLS' COLLEGE</b>
• Designation	<b>PRINCIPAL (IN-CHARGE)</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03862232754</b>
• Mobile No:	<b>9862042555</b>
• Registered e-mail	<b>sdjc1993@gmail.com</b>
• Alternate e-mail	<b>sdjgc1993@yahoo.in</b>
• Address	<b>s.d.jain girls' college, jain temple road</b>
• City/Town	<b>dimapur</b>
• State/UT	<b>nagaland</b>
• Pin Code	<b>797112</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Nagaland University</b>				
• Name of the IQAC Coordinator	<b>Dr. Sant Kumar Gupta</b>				
• Phone No.	<b>03862230230</b>				
• Alternate phone No.	<b>03862232754</b>				
• Mobile	<b>9436013686</b>				
• IQAC e-mail address	<b>sdjgc1993@gmail.com</b>				
• Alternate e-mail address	<b>sdjgc1993@yahoo.in</b>				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://sdjaingirlscollege.com/UploadedFiles/Media/AQAR-20-21.pdf">https://sdjaingirlscollege.com/UploadedFiles/Media/AQAR-20-21.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sdjaingirlscollege.com/UploadedFiles/Media/Academic-Calendar-2021-22.pdf">https://sdjaingirlscollege.com/UploadedFiles/Media/Academic-Calendar-2021-22.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>1.53</b>	<b>2019</b>	<b>28/03/2019</b>	<b>28/03/2024</b>
<b>6. Date of Establishment of IQAC</b>			<b>08/09/2018</b>		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>s.d.jain girls' college</b>	<b>grant in aid</b>	<b>state govt.</b>	<b>0</b>	<b>0</b>	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>1</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>•The IQAC ensures that the college maintains a consistently good academic record. For proper improvement of academic standards the IQAC monitors teaching and student performance. Feedback is regularly taken to facilitate the process. •As an advisory body the IQAC offers suggestions for development of the teaching learning process, infrastructure and in many other fields related to the college. • The IQAC ensures a regular attendance of students and teachers round the year. The IQAC inspects and tries to improve college infrastructure. The IQAC ensures that students' grasp over all areas of curriculum through periodical assessments. • Departments are encouraged to regularly hold Tutorial and special classes to address the specific needs of students. • IQAC instructed the Teachers to upload / share necessary materials, notes and video to google classroom.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
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.
Encouragement to sports activities	Indoor games organised in college campus.

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

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

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

Year	Date of Submission
2021	20/02/2022

**15. Multidisciplinary / interdisciplinary**

The College offers multidisciplinary courses. The courses are BA and B.Com. The specialisation is offered as BA Honours in English, History, Political Science, Education and Economics. B.Com Honours in Accounting & Finance and Management is offered by the institution.

<b>16.Academic bank of credits (ABC):</b>
The Academic bank of credits (ABC) is decided by the parent university.
<b>17.Skill development:</b>
College doesn,t provide such facilities but many students of our institution get enrolled in such skill development courses offer by other insititution.
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
Not yet integrated. In due course of time the institution plans to integrate Indian Knowledge system.
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
Course Outcomes (CO) are the measurable parameters which evaluates each student's performance for each course that the student undertakes in every semester. The various assessment tools for measuring Course Outcomes include Internal and External Semester Examinations, Tutorials, Assignments, Project work, Presentations, Feedback etc,. These course outcomes are mapped to Graduate attributes and Program outcomes based on relevance. This evaluation pattern helps us to measure the Program Outcome as per the Curriculum provided by the University. Hard copy of syllabi and Learning Outcomes is given to each student at the time of admission and is available in the departments for ready reference to the teachers and students and soft copies of Curriculum and Learning Outcomes of Programs and Courses are also uploaded to the Institution's website for reference.
<b>20.Distance education/online education:</b>
Distance education provided by the institution through our IGNOU study centre 2033, course offered BA, B. Com, M. Com, MEG, MPS, MAH and MHD. Online mode of education was introduced during the Pandemic Period for the benefit of the student community by google classroom.

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

**2.Student**

2.1 **424**

Number of students during the year

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

2.2 **211**

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

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

2.3 **297**

Number of outgoing/ final year students during the year

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

**3.Academic**

3.1 **30**

Number of full time teachers during the year

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

3.2 **30**

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

### 2. Student

2.1	424
Number of students during the year	

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

2.2	211
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	297
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	30
Number of full time teachers during the year	

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

3.2	30
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	47.687
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	9
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	No File Uploaded
Link for Additional information	<a href="https://www.sdjaingirlscollege.com/UI/Prospectus.aspx#course">https://www.sdjaingirlscollege.com/UI/Prospectus.aspx#course</a>

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	No File Uploaded
Link for Additional information	<a href="https://www.sdjaingirlscollege.com/UI/Calendar.aspx#calendar">https://www.sdjaingirlscollege.com/UI/Calendar.aspx#calendar</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

**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. Like-street plays on topics of social concern: Child Labour, Choice of Woman to work after Marriage, Dignity of Labour, Woman Education were enacted. Through Classical Literature of Europe and India, instructors try to inculcate and enrich the students about Human Values and Dignity of Life.

English Department mentored and conducted presentations on Advertisement, Script Writing and Storyboarding. Instructors gave sessions to groom the students in Mass Communication and Media as well as enlighten on the scope of future expertise and proficiency.

**Gender:**

1. The English Honours Programme offers a course to acquaint

learners with the politics of region, race and gender in former

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

#### 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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

105

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**D. Any 1 of the above**

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

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

#### D. Feedback collected

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf">https://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

424

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

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

## 2.2 - Catering to Student Diversity

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

Firstly as the students get admitted the college organizes counseling and induction programme to highlight them about the various courses, mode of assessment and evaluation system . Periodic internal test and assessments test are made to check the students progress. Materials in the form of hardcopy as well as softcopy are provided to the students. Remedial classes are conducted for the slow learners . Previous years university question papers are also available in the college website so that students can compare them and prepare their exams according to that. The library also ensures accessibility to computer facility and internet for the online materials .

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1144	30

File Description	Documents
Any additional information	No File Uploaded

## 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-Learning methodology which focuses on imparting education through a student centric approach has always being a part of the college. The faculties facilitates learning by allowing each

students to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace . Audio-visual aids, projects , presentations , discussions and debates are some of the means used by the teachers to boost participation of the students and also gives them opportunity to express their views apart from learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

In addition to traditional classroom education. Institution provides E- learning atmosphere in the classrooms. The faculty members use IT enabled tools such as PPT, video-audio system in the teaching-learning process. The college premises is wi-fi enabled that helps to access of internet to the faculties and students respectively.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

**2.3.3.1 - Number of mentors**

38



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

## 2.4 - Teacher Profile and Quality

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

30

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

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

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

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

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

#### 2.4.3.1 - Total experience of full-time teachers

30

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

## 2.5 - Evaluation Process and Reforms

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

Students are made aware about the syllabus and evaluation process at the beginning of each academic session through orientation. Various methods are applied in the evaluation process and continuous evaluation is done through test , re-test, presentations, assignments, projects and group discussions. Internal examination committee , question paper setting , conduct of examination are form for transparency and robust for internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Internal examination grievances are resolved at departmental level as well as by examination committee of the institution. The continuous evaluation of students is carried out by faculty regarding assignments , test , projects. Grievances like failure of the students performance in internal test are allowed for re-test.

File Description	Documents
Any additional information	No File Uploaded
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 teaching faculties as well as the students are fully well aware of the course outcome of the courses offered by the institution as its given in the syllabus. The course is set in such a way which will cater to the needs and demand of the students and can be apply theoretically and practically in their day today life situation. The teachers motivate and encourage the students and acquaint them with it time to time.

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

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

As Pos and Cos mentioned in the syllabus the teachers evaluate using their own simple methods. Initially at every session students are evaluated based on their past results and performance. Internal test are conducted timely to evaluate their progress and at the end of the session examination is conducted and through all these the progress of the students performance is seen.

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

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

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

368

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

## 2.7 - Student Satisfaction Survey

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

<https://www.sdjaingirlscollege.com/UI/Content.aspx?Page=Student-Survey>

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

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

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

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

0

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

### 3.3 - Extension Activities

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

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 .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	<a href="https://www.sdjaingirlscollege.com/UI/StudentService.aspx#ncc">https://www.sdjaingirlscollege.com/UI/StudentService.aspx#ncc</a>
Upload any additional information	No File Uploaded

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

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

0

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

11

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

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

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

181

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

**3.4 - Collaboration**

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has excellent facilities for teaching and learning. The classrooms are spacious, well- lit, airy and big writing boards as per necessary of the room like white board and non - reflective green board. Our institution offers subjects of arts and commerce therefore laboratories in typical sense are not provided. The institution provides high speed internet connectivity allowing students to access online resources and other learning activities. The computing facilities are not separately provided but are part of the library infrastructure where students can access the computer facility. The computer systems are regularly upgraded.



Overall the institution is providing a conducive infrastructure and environment for students to acquire knowledge and teachers to impart knowledge.

The college infrastructure is in one block with 5 floors with a total 17 classrooms .

Classroom

Spacious

Smaller

Normal

First floor

1

-

2

Second floor

2

-

4

Third floor

3

2

2

Fourth floor

1

-

-

Total

7

2

8

Auditorium: 1) Ground floor(spacious) :-Well furnished with all modern equipment including CCTV, LED lights and proper sound system.

Auditorium: 2) Fourth floor (Normal): well equipped with modern equipment as auditorium 1.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

As mentioned in response 4.1 there are two auditoriums which are used as required for indoor games like table tennis, carrom ludo, musical chair, darts, chess etc. and are also used for the purpose of the yoga practices and cultural activities.

For outdoor games there is an outdoor space within the college premise which is enough for the courts for playing badminton, volleyball, kho kho, tug of war, shot - put etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

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

47.687

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

**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	No File Uploaded
Paste link for Additional Information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** 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)	No File Uploaded

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

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

0.23864

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

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

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

6860

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

### 4.3 - IT Infrastructure

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

Our college provides IT facilities in the form of computers and free Wi-Fi to cater to the needs of the students and teachers. The college Wi-Fi network is powered by Symbiosis and Jio Fiber which provides high speed internet connectivity throughout the campus. Jio Fiber ultra fast internet speed and which is complimented by the Symbiosis students can easily access online resources and conduct online research without any lags or delays College also provided subscription based Google Workshop which included Google classroom for virtual classrooms during the time of pandemic.

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

#### 4.3.2 - Number of Computers

9

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

95.98182

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

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

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	Nil

#### 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**

32

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

**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**

50

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

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

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

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

**government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

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 )

When we look into the students' participation in the academic activities of the college, their view points are taken into consideration through the Principal. Students are made aware of all the important issues relating to college from time to time. For any issues from any students, a complaint and suggestion box has been installed at the prominent place in the college. Its a relief that no case of sexual harassment or ragging has been registered. It is perhaps because of the initiative taken by the college vice versa the active participation of the students in college activities.

File Description	Documents
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/StudentService.aspx#students-welfare-council">https://www.sdjaingirlscollege.com/UI/StudentService.aspx#students-welfare-council</a>
Upload any additional information	No File Uploaded

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

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

15

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

### 5.4 - Alumni Engagement

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

The college had registered Alumni association although activities are limited to the welfare of the students. The Alumni Association have time to time get together and takes part in the college cultural activities.

File Description	Documents
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Alumni.aspx">https://www.sdjaingirlscollege.com/UI/Alumni.aspx</a>
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	<a href="https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus">https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus</a>
Upload any additional information	No File Uploaded

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

The 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	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Pandemic has been a blessing in disguise up to certain extend because both the Teachers and student capabilities in handling technology oriented Teaching-learning process has enhanced. We are grateful to the college Managing Authority who continue to subscribed Google classroom which has made it easy for us to communicate with our students for delivering study materials and any other issues that a student may have. Now that offline classes have resume we are making use of both online and offline methods to cater the needs of the students.

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

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

The 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. 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	<a href="https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus">https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus</a>
Upload any additional information	No File Uploaded

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

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)	No File Uploaded

### 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	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

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

1

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

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	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

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	No File Uploaded

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

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

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

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

Our college being a private entity, no funds except 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.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC in its meeting resolved to contribute significantly for the quality assurance during the post-covid period. The effective processes that was proposed by the IQAC were

### 1. Offline classes and internal evaluation:

All the lectures have resorted to taking regular offline classes; however teachers still continue to make use of different ICT modes such as Google Meet, Whatsapp and Google Classroom. Many doubts of the students were also solved online outside regular periods. During offline periods internal examination both subjectives and objectives were also conducted regularly. In addition to classtest, seminars, presentations and even debates and discussions.

2. Apart from regular classes audio-video lectures and short notes are made available to the students and doubts of the students are also classified when so desired by the students.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

As resolved by the IQAC, meetings, periodic meeting are held by its members to oversee the works done by each department. As classes were held regularly, each department was asked to furnish the works done by it. The syllabus was completed and examination, internal and external were conducted. The quality initiative were kept in mind in almost all the teaching learning process.

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

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

**E. None of the above**

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

## 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 Covid-19 Pandemic lockdown, the institution couldnot conduct any such activities during the year.

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

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

**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:** 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**

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

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

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

The college 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 2021-22. 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.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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 Practices no-I: Orientation to Professional courses**

**Best Practices no-II: Social service Campaign**

**Title no-1: Orientation to Professional courses**

**2. Objectives:**

- To motivate, sensitize orient the students for future profession best suited to their aptitude and inclined Ness.
- To introduce them to the world of work. and get themselves acquainted with various professions available.
- To facilitate the students to have precise choice of a choice of their career suitable to their skills.
- To develop the quality of professionalism.
- To realize the importance of Skill development.
- To develop human qualities

**Best Practices no-II: Social service Campaign**

**Title no-1: Social service Campaign**

**2. Objectives:**

- To develop a positive attitude towards social development and social service.
- To understand the value of charity and service.
- To development the quality of humility, magnanimity, altruism, empathy and fellow feeling among the students.
- To develop sense of belongingness towards the society.

- To develop human qualities.

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

### 7.3 - Institutional Distinctiveness

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

The College 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 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	No File Uploaded
Link for Additional information	<a href="https://www.sdjaingirlscollege.com/UI/Prospectus.aspx#course">https://www.sdjaingirlscollege.com/UI/Prospectus.aspx#course</a>

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	No File Uploaded
Link for Additional information	<a href="https://www.sdjaingirlscollege.com/UI/Calendar.aspx#calendar">https://www.sdjaingirlscollege.com/UI/Calendar.aspx#calendar</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded

## **1.2 - Academic Flexibility**

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

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

**1**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

**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. Like-street plays on topics of social concern: Child Labour, Choice of Woman to work after Marriage, Dignity of Labour, Woman Education were enacted. Through Classical Literature of Europe and India, instructors try to inculcate and enrich the students about Human Values and Dignity of Life.

English Department mentored and conducted presentations on Advertisement, Script Writing and Storyboarding. Instructors gave sessions to groom the students in Mass Communication and Media as well as enlighten on the scope of future expertise and proficiency.

Gender:

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

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

### 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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

105

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

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

**D. Any 1 of the above**

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

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

**D. Feedback collected**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf">https://sdjaingirlscollege.com/UploadedFiles/Media/FEEDBACK-FROM-STUDENTS-ABOUT-TEACHING-AND-CURRICULUM.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**



424

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

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

**2.2 - Catering to Student Diversity**

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

Firstly as the students get admitted the college organizes counseling and induction programme to highlight them about the various courses, mode of assessment and evaluation system . Periodic internal test and assessments test are made to check the students progress. Materials in the form of hardcopy as well as softcopy are provided to the students. Remedial classes are conducted for the slow learners . Previous years university question papers are also available in the college website so that students can compare them and prepare their exams according to that. The library also ensures accessibility to computer facility and internet for the online materials .

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1144	30

File Description	Documents
Any additional information	No File Uploaded

### 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-Learning methodology which focuses on imparting education through a student centric approach has always been a part of the college. The faculty facilitates learning by allowing each student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. Audio-visual aids, projects, presentations, discussions and debates are some of the means used by the teachers to boost participation of the students and also give them opportunity to express their views apart from learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

In addition to traditional classroom education, the institution provides an e-learning atmosphere in the classrooms. The faculty members use IT enabled tools such as PPT, video-audio system in the teaching-learning process. The college premises is wi-fi enabled that helps to access the internet to the faculty and students respectively.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

#### 2.3.3.1 - Number of mentors

38

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

### 2.4 - Teacher Profile and Quality

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

30

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

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

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

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

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

#### 2.4.3.1 - Total experience of full-time teachers

30

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

### 2.5 - Evaluation Process and Reforms

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

Students are made aware about the syllabus and evaluation process at the beginning of each academic session through orientation. Various methods are applied in the evaluation process and continuous evaluation is done through test , re-test, presentations, assignments, projects and group discussions. Internal examination committee , question paper setting , conduct of examination are form for transparency and robust for internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Internal examination grievances are resolved at departmental level as well as by examination committee of the institution. The continuous evaluation of students is carried out by faculty regarding assignments , test , projects. Grievances like failure of the students performance in internal test are allowed for re-test.

File Description	Documents
Any additional information	No File Uploaded
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 teaching faculties as well as the students are fully well aware of the course outcome of the courses offered by the institution as its given in the syllabus. The course is set in such a way which will cater to the needs and demand of the students and can be apply theoretically and practically in their day today life situation. The teachers motivate and encourage the students and acquaint them with it time to time.

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

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

As Pos and Cos mentioned in the syllabus the teachers evaluate using their own simple methods. Initially at every session students are evaluated based on their past results and performance. Internal test are conducted timely to evaluate their progress and at the end of the session examination is conducted and through all these the progress of the students performance is seen.

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

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

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

368

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

### 2.7 - Student Satisfaction Survey

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

<https://www.sdjaingirlscollege.com/UI/Content.aspx?Page=Student-Survey>

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

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

0

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

**3.3 - Extension Activities**

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

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. 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	<a href="https://www.sdjaingirlscollege.com/UI/StudentService.aspx#ncc">https://www.sdjaingirlscollege.com/UI/StudentService.aspx#ncc</a>
Upload any additional information	No File Uploaded

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

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

0

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

11

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

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

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

181

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

**3.4 - Collaboration**

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has excellent facilities for teaching and learning. The classrooms are spacious, well- lit, airy and big writing boards as per necessary of the room like white board and non - reflective green board. Our institution offers subjects of arts and commerce therefore laboratories in typical sense are not provided. The institution provides high speed internet connectivity allowing students to access online resources and other learning activities. The computing facilities are not separately provided but are part of the library infrastructure where students can access the computer facility. The computer systems are regularly upgraded.

Overall the institution is providing a conducive infrastructure and environment for students to acquire knowledge and teachers to impart knowledge.

The college infrastructure is in one block with 5 floors with a total 17 classrooms .

Classroom

Spacious

Smaller

Normal

First floor

1

-

2

Second floor

2

-

4

Third floor

3

2

2

Fourth floor

1

-

-

Total

7

2

8

Auditorium: 1) Ground floor(spacious) :-Well furnished with all modern equipment including CCTV, LED lights and proper sound system.

Auditorium: 2) Fourth floor (Normal): well equipped with modern equipment as auditorium 1.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

As mentioned in response 4.1 there are two auditoriums which are used as required for indoor games like table tennis, carrom ludo, musical chair, darts, chess etc. and are also used for the purpose of the yoga practices and cultural activities.

For outdoor games there is an outdoor space within the college premise which is enough for the courts for playing badminton, volleyball, kho kho, tug of war, shot - put etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

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

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

47.687

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

#### 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	No File Uploaded
Paste link for Additional Information	<a href="https://www.sdjaingirlscollege.com/UI/Gallery.aspx">https://www.sdjaingirlscollege.com/UI/Gallery.aspx</a>

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

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)	No File Uploaded

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

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

0.23864

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

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

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

6860

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

#### 4.3 - IT Infrastructure

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

Our college provides IT facilities in the form of computers and free Wi-Fi to cater to the needs of the students and teachers. The college Wi-Fi network is powered by Symbiosis and Jio Fiber which provides high speed internet connectivity throughout the campus . Jio Fiber ultra fast internet speed and which is

complimented by the Symbiosis students can easily access online resources and conduct online research without any lags or delays College also provided subscription based Google Workshop which included Google classroom for virtual classrooms during the time of pandemic.

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

#### 4.3.2 - Number of Computers

9

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

95.98182



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

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

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	Nil

## 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**

32

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

### 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

50

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
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)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>E. None of the above</b>
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
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

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

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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)	<a href="#">View File</a>
<p>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> <p>When we look into the students' participation in the academic activities of the college, their view points are taken into consideration through the Principal. Students are made aware of all the important issues relating to college from time to time. For any issues from any students, a complaint and suggestion box has been installed at the prominent place in the college. Its a relief that no case of sexual harassment or ragging has been registered. It is perhaps because of the initiative taken by the college vice versa the active participation of the students in college activities.</p>	
File Description	Documents
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/StudentService.aspx#students-welfare-council">https://www.sdjaingirlscollege.com/UI/StudentService.aspx#students-welfare-council</a>
Upload any additional information	No File Uploaded
<p><b>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)</b></p> <p><b>5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year</b></p>	
15	

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

#### 5.4 - Alumni Engagement

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

The college had registered Alumni association although activities are limited to the welfare of the students. The Alumni Association have time to time get together and takes part in the college cultural activities.

File Description	Documents
Paste link for additional information	<a href="https://www.sdjaingirlscollege.com/UI/Alumni.aspx">https://www.sdjaingirlscollege.com/UI/Alumni.aspx</a>
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	<a href="https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus">https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus</a>
Upload any additional information	No File Uploaded

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

The 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	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

The Pandemic has been a blessing in disguise up to certain extend because both the Teachers and student capabilities in handling technology oriented Teaching-learning process has enhanced. We are grateful to the college Managing Authority who continue to subscribed Google classroom which has made it easy for us to communicate with our students for delivering study materials and any other issues that a student may have. Now that offline classes have resume we are making use of both online and offline methods to cater the needs of the students.

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

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

The 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. 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	<a href="https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus">https://www.sdjaingirlscollege.com/UI/Aboutus.aspx?Page=aboutus</a>
Upload any additional information	No File Uploaded

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

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)	No File Uploaded

### 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	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

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

1

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**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	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

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	No File Uploaded

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

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

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

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

Our college being a private entity, no funds except 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.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC in its meeting resolved to contribute significantly for the quality assurance during the post-covid period. The effective processes that was proposed by the IQAC were

## 1. Offline classes and internal evaluation:

All the lectures have resorted to taking regular offline classes; however teachers still continue to make use of different ICT modes such as Google Meet, Whatsapp and Google Classroom. Many doubts of the students were also solved online outside regular periods. During offline periods internal examination both subjectives and objectives were also conducted regularly. In addition to classtest, seminars, presentations and even debates and discussions.

2. Apart from regular classes audio-video lectures and short notes are made available to the students and doubts of the students are also classified when so desired by the students.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

As resolved by the IQAC, meetings, periodic meeting are held by its members to oversee the works done by each department. As classes were held regularly, each department was asked to furnish the works done by it. The syllabus was completed and examination, internal and external were conducted. The quality initiative were kept in mind in almost all the teaching learning process.

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

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

**E. None of the above**

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

## **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 Covid-19 Pandemic lockdown, the institution couldnot conduct any such activities during the year.

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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

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

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

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

D. Any 1 of the above

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

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 2021-22. 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 sensitize

to develop positive attitude towards blood donation. The same platform was also use to create awareness about TB and its curative measures. Azadi ka Amrit Mahotsov 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.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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 Practices no-I: Orientation to Professional courses**

**Best Practices no-II: Social service Campaign**

**Title no-1: Orientation to Professional courses**

### 2. Objectives:

- To motivate, sensitize orient the students for future profession best suited to their aptitude and inclined Ness.
- To introduce them to the world of work. and get themselves acquainted with various professions available.
- To facilitate the students to have precise choice of a choice of their career suitable to their skills.
- To develop the quality of professionalism.
- To realize the importance of Skill development.
- To develop human qualities

**Best Practices no-II: Social service Campaign****Title no-1: Social service Campaign****2. Objectives:**

- To develop a positive attitude towards social development and social service.
- To understand the value of charity and service.
- To development the quality of humility, magnanimity, altruism, empathy and fellow feeling among the students.
- To develop sense of belongingness towards the society.
- To develop human qualities.

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

**7.3 - Institutional Distinctiveness**

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

The College 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 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college is all geared up 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 from 2022. 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,