

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

TETSO COLLEGE

1.2 Address Line 1

SOVIMA VILLAGE, 6TH MILE, DIMAPUR

Address Line 2

City/Town

DIMAPUR

State

NAGALAND

Pin Code

797115

Institution e-mail address

www.tetsocollege.org

Contact Nos.

03862-242484,242878

Name of the Head of the Institution:

Dr. P.S. LORIN

Tel. No. with STD Code:

03862-242484

Mobile:

9436012837

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 2.52 | 2013 | 2018 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

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

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

- i. AQAR **20/02/2014**
- ii. AQAR **09/08/2015**
- iii. AQAR 19/08/2016
- iv. AQAR NA

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

NAGALAND UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

| | |
|---|---------------------------------|
| 2.1 No. of Teachers | <input type="text" value="7"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="3"/> |
| 2.3 No. of students | <input type="text" value="2"/> |
| 2.4 No. of Management representatives | <input type="text" value="2"/> |
| 2.5 No. of Alumni | <input type="text" value="1"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="1"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="1"/> |
| 2.8 No. of other External Experts | <input type="text" value="1"/> |
| 2.9 Total No. of members | <input type="text" value="18"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="1"/> |

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|--|
| <ul style="list-style-type: none"> • IQAC to revise detailed job descriptions for each and every position at the college for better clarity among employees to know their role. • Implementation of Google apps and roll out of training for students and teachers. Allocation of emails and use of Google classroom to all students • Strengthen campus hiring and recruitment for students by inviting companies • Reservation system of the student council to allow women students to be a part of the student body | <p>Job descriptions have been created and employees have better clarity on their roles and responsibilities</p> <p>All staff and students have their own email ID's. Teachers now share notes with the students through the new online system. This has resulted in cost savings for the students and also easier and faster means of communication.</p> <p>Two companies completed hiring at Tetso College this year. One of them was Tata Consultancy Services for their Kolkata Office and the other was Synergy Financials for their Hyderabad office.</p> <p>Tetso College elected its first woman General Secretary P. S. Reishangnim of BCom 5th Semester for the 2016-17 session</p> |

* Attach the Academic Calendar of the year as Annexure. **Attached**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The IQAC was placed in among the Management committee and staff members.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 8 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 4 | | | |
| Others | | | | |
| Total | 12 | | | |
| Interdisciplinary | | | | |
| Innovative | | | 1 | |

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

(ii) Pattern of programmes:

| | |
|-----------|----------------------|
| Pattern | Number of programmes |
| Semester | 8 |
| Trimester | |
| Annual | |

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

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

***Please provide an analysis of the feedback in the Annexure**

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

Dependent on the university

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

Yes, Mountain Music School of Music has set up a branch for imparting music education

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 31 | 31 | | | |

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| 0 | 0 | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | | 20 | |
| Presented papers | | 2 | 1 |
| Resource Persons | | | |

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

Initiated a weekly online newspaper to update students and employees on things happening in the college.

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

196

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

1

0

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

2.10 Average percentage of attendance of students

| |
|------|
| 80 % |
|------|

2.11. Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A. General | 58 | - | 4 | 34 | - | 65.5% |
| History | 6 | - | 2 | 4 | - | 100% |
| Sociology | 8 | 2 | 5 | 3 | - | 100% |
| Political Science | 13 | 4 | 4 | 8 | - | 92.30% |
| Education | 7 | - | - | 7 | - | 100% |
| English | 32 | 3 | 8 | 16 | - | 75% |
| B.Com General | 2 | - | 1 | 1 | - | 100% |
| Accountancy | 11 | 8 | 6 | 3 | - | 81.82 |
| Management | 5 | 2 | 3 | 2 | - | 100% |

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

1. IQAC provides direction and the action plan to the different departments in the college.
2. Conducts training and seminars for staff.
3. Prepares evaluation and conducts surveys on a regular basis
4. IQAC is the central point of contact for documenting achievements, evaluations and contributions in the teaching and learning process
5. IQAC is now developing

2.13. Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses | |

| | |
|--|----|
| UGC – Faculty Improvement Programme | |
| HRD programmes | 31 |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 30 |
| Others | |

2.14. Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 4 | | | |
| Technical Staff | 2 | | | |

Criterion – III

3. Research, Consultancy and Extension

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

A research committee has been constituted and continues to assist in the publication of the journal. Departments have submitted proposal for Minor Research projects. Every department is pursuing research work in this aspect.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 0 | | | |
| Outlay in Rs. Lakhs | 0 | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 0 | 1 | 1 | |
| Outlay in Rs. Lakhs | 0 | | 1 | |

3.4 Details on research publications

| | International | National | Others |
|--|---------------|----------|--------|
| | | | |

| | | | |
|--------------------------|--|---|--|
| Peer Review Journals | | | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | 1 | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects | 0 | | | |
| Minor Projects | 0 | | | |
| Interdisciplinary Projects | 0 | | | |
| Industry sponsored | 0 | | | |
| Projects sponsored by the University/ College | 0 | | | |
| Students research projects (other than compulsory by the University) | 0 | | | |
| Any other(Specify) | 0 | | | |
| Total | 0 | | | |

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

| Level | International | National | State | University | College |
|--------|---------------|----------|-------|------------|---------|
| Number | | 1 | | | 6 |

| | | | | | |
|---------------------|--|-----|--|--|---------|
| Sponsoring agencies | | UGC | | | College |
|---------------------|--|-----|--|--|---------|

3.11 No. of conferences organized by the Institution

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | 0 |
| | Granted | 0 |
| International | Applied | 0 |
| | Granted | 0 |
| Commercialised | Applied | 0 |
| | Granted | 0 |

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 0 | 0 | 0 | 0 | 0 | 0 | 8 |

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- The different clubs conducted A campaign against noise pollution.
- NSS Made dust bins and placed them all along the road around the campus

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---------------|---------------|----------------|-------|
| Campus area | 44,874 | 0 | na | 44874 |
| Class rooms | 14 | 10 | College | 24 |
| Laboratories | 1 | 0 | | 1 |
| Seminar Halls | 2 | 0 | | 2 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 0 | 0 | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 0 | 0 | | |
| Others | | 1 | | 1 |

4.2 Computerization of administration and library

Bar coding of books has begun in the library.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|--------------------|-------|--------------------|-------|--------------------|-------|
| | | Value | No. | Value | No. | Value |
| Text Books | 5788 | 3503 | 672 | 321 | 6460 | 3824 |
| Reference Books | 264 | 152 | 4 | 2 | 268 | 154 |
| e-Books | 6 | 6 | - | - | 6 | 6 |
| Journals | 13 | 13 | - | - | 13 | 13 |
| e-Journals | N-List | - | N-List | - | N-List | - |
| Digital Database | 2 | - | - | - | 2 | - |
| CD & Videos | 45 | - | - | - | 45 | - |
| Others (Specify) | Old Project report | - | Old Project report | - | Old Project report | - |

*Certain Reference Books were shifted to the textbooks section

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 48 | 1 | 1 | 1 | 1 | 4 | 10 | |
| Added | 0 | 0 | 0 | 0 | 0 | 1 | 4 | |
| Total | 48 | 1 | 1 | 1 | 1 | 5 | 14 | |

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

Free computer classes on Google apps being given to staff and students on an ongoing basis

4.6 Amount spent on maintenance in lakhs :

| | |
|--|---------------|
| i) ICT | 2.33 |
| ii) Campus Infrastructure and facilities | 87.99 |
| iii) Equipments | 7.84 |
| iv) Others | 3.04 |
| Total : | 101.22 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student Support Services have banners and posters setup around the campus and also in the college social networking sites for students to meet the counsellors.

5.2 Efforts made by the institution for tracking the progression

Half yearly reports from the counsellors and all department heads

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 645 | - | - | 183 |

(b) No. of students outside the state

(c) No. of international students

0

| | | | | | |
|-----|-----|-----|-------|-----|-----|
| | No | % | | No | % |
| Men | 358 | 56% | Women | 287 | 44% |

| Last Year | | | | | This Year | | | | | | |
|-----------|----|-----|---------|--------------------------|-----------|---------|----|-----|-----|--------------------------|-------|
| General | SC | ST | OB C | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 4 | | 586 | | 1 | 591 | 3 | 2 | 639 | | 1 | 645 |

Demand ratio

Dropout %

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

NA

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|---|-----------|---|------|---|--------|---|
| NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0 |
| IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6 Details of student counselling and career guidance

Every final year student is on resume writing and is instructed on the use of email. Seminars are conducted and notices detailing admission and job vacancy information are posted on the notice boards

No. of students benefitted

200

5.7 Details of campus placement

| | On campus | | Off Campus | |
|---------------------------------|---------------------------------|---------------------------|---------------------------|--|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed | |
| 2 | 100 | 3 | 50 | |

5.8 Details of gender sensitization programmes

The college counsellor conducted classes regarding the above topic in the class

5.9 Students Activities

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

State/ University level

2

National level

International level

No. of students participated in cultural events

State/ University level

10

National level

International level

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

Sports : State/ University level

National level

International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

Number of

Amount

| | students | |
|--|----------|---------|
| Financial support from institution | 5 | 20000 |
| Financial support from government | 524 | 2000000 |
| Financial support from other sources | 0 | 0 |
| Number of students who received International/ National recognitions | 0 | 0 |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Mission of Tetso College is to develop professionally creative individuals who are committed towards lifelong excellence

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

Feedback from the students and result analysis

6.3.2 Teaching and Learning

Surveys are conducted annually

6.3.3 Examination and Evaluation

Reports from the subject teachers for each batch of papers a teacher corrects is always sought

6.3.4 Research and Development

Teacher assessment has been expanded to include research and development steps taken by the teachers

6.3.5 Library, ICT and physical infrastructure / instrumentation

A new Academic block has been conceptualised and an additional basketball court

6.3.6 Human Resource Management

Increased labour in terms of a bus driver, handyman and also an HR specialist

6.3.7 Faculty and Staff recruitment

A more systematic recruitment process is now being followed which tests aspects of grammar and writing skill.

6.3.8 Industry Interaction / Collaboration

2 campus placement interviews were held with TCS and synchrony financials

6.3.9 Admission of Students

Free education is provided to toppers. Two class 12 rank holders are currently receiving the scholarship

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | 3 |
| Non teaching | 1 |
| Students | 4 |

6.5 Total corpus fund generated

4 crores

6.6 Whether annual financial audit has been done Yes No

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | N | | N | |
| Administrative | N | | N | |

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The Alumni Association works primarily in social media is being trained on the medium.

6.12 Activities and support from the Parent – Teacher Association

The parent teacher association has a yearly meeting where ideas are discussed and views exchanged.

6.13 Development programmes for support staff

In house programmes and seminars are conducted for support staff

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

More greenery is planted and hostellers conduct social work at regular intervals. NSS conducts a yearly campus cleaning programme

Criterion – VII

7. Innovations and Best Practices

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

Introduced a working day countdown so that staff know how many working days are present before the start of the exams.

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

Hiring process has changed with a focus on hiring teachers pursuing PhD or already having a PhD as the norm.

Research needs more impetus and accordingly every department has submitted research proposals

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

1. Fast track programme was introduced this year
2. Incentive system for teachers and staff was revised to better reflect performance

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

NSS, Young Indians and the colleges other affiliates regularly take part in the town Swach Bharat Campaigns. This includes local parks.

7.5 Whether environmental audit was conducted?

Yes

No

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

NO

8. Plans of institution for next year

The college take steps towards adding science stream and concentrate on upgrading its infrastructure.

The bus fleet will be expanded to cater to more students and also assist staff.

Departments to pursue Minor and Major research projects

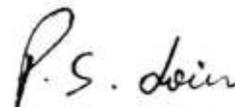
Start a weekly online newspaper for the students.

Name: Kvalo Lorin



Signature of the Coordinator, IQAC

Name : Dr. P. S. lorin



Signature of the Chairperson, IQAC



PRINCIPAL
TETSO COLLEGE

Annexure I

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |
