

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

797112

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 01/08/2016
- iv. AQAR 19/07/2017

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

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

- Preparation for the Next NAAC Accreditation
- Library Orientation Programme

2.14 Significant Activities and contributions made by IQAC

- IQAC took the initiative to adopt online surveys and facilitate the implementation of ensuring all students have emails.
- Regular interaction with Student Council/Class Representatives of each department for maintaining and sustaining quality education as directed by IQAC
- IQAC is constantly evaluating teaching learning process through feedbacks
- Creating and strengthening the campus placement process to provide job opportunities for the students (Job Fairs)
- Value addition programme/ career oriented/ Soft Skills training developmental programme are initiated to improve staffs, faculty & students technical acquaintance
- Orientation programmes are conducted for new Teaching/ Non-Teaching staff members
- Encouragement is given to students to participate in different events like sports/NCC/NSS/Red Ribbon/YI-Young Indians/Club activities
- Conducted POW-WOW fest an inter-collegiate festival and interaction through sports- 17th & 18th March 2017
- Creating the College campus in to “Tobacco free Campus”
- Emphasis on the use of Google Class room for teachers and students.

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 will begin preparations for the next cycle of accreditation and review existing processes 	<ul style="list-style-type: none"> • Preparation/study of the SSR is in progress
<ul style="list-style-type: none"> • Launching “Fastrack” programme to develop students skills related to sports/health fitness/ writing skills, speaking skills etc 	<ul style="list-style-type: none"> • The programme for indoor sports/ Zumba classes (health fitness Classes) has been launched for Tetso College Community.
<ul style="list-style-type: none"> • Plan for Digitization/ Development programmes 	<ul style="list-style-type: none"> • Online fee payment has been introduced to be introduced • Orientation programme for faculty on digitization (Attendance update, online leave application, notice circulation via College intranet, and Google Classroom)
<ul style="list-style-type: none"> • Research Activities 	<ul style="list-style-type: none"> • Faculty members are encouraged to apply for major/minor research projects from various funding agencies and also monitor the same. • E-book “Exousia” a Tetso College Anthology of Prose & poetry was released on 23rd January 2017.
<ul style="list-style-type: none"> • Practices to reform and improve the student’s Success Rate 	<p>Various Practices such as Class test, Mock Test, Oral Test, Assignment, project works, paper presentations, group discussion, remedial classes, question</p>

	banks for Slow learners & advanced learners are used to enhance students performance
<ul style="list-style-type: none"> To initiate community activities 	<ul style="list-style-type: none"> Community activities initiated through NCC, NSS/Red Ribbon Clubs, YI & Clubs Adoption of Sovima Village by NSS Club
<ul style="list-style-type: none"> Emphasis on the use of Google Class room as a teaching tool 	<ul style="list-style-type: none"> Teaching faculties are making use of Google classroom for Assignment /circulation of materials/ any course related activities/ project submission.
<ul style="list-style-type: none"> Proposal and Plan to conduct National & International level Seminars, conferences, workshops, Job Fairs, Quiz, Debate competitions etc 	<ul style="list-style-type: none"> National Level seminar, Department/ in-house Seminars, Quiz & debate competitions were conducted across the departments. UGC National Seminar on “Challenges & Issues of Tribal’s in India” was organised by the Department of Sociology in collaboration with YI Nagaland Chapters on 24th & 25th March 2017 Debate Competition “Naga Struggle for Sovereignty a Myth” was conducted on 29th July 2016 by the Department of Political Science The department of Political Science, on behalf of District Administration Dimapur, organised an Essay competition on the Topic “Solution to electoral malpractices begins with me” on 8th September 2016 (International Literacy Day) “PoliTico” an inter-collegiate

	<p>department fest was held on 11th February 2017. The fest included events like debate, Quiz competition, and DOT talks- paper presentation.</p> <ul style="list-style-type: none"> • A UGC National Seminar on the Topic “Heritage Discourse and Politics of identity: in the context of Nagaland and Beyond” was organised by the department of History in collaboration with Heritage Publishing house on 23rd & 24th September 2016 • The Department of English organised department fest “Renaissance Clique” on 17th September 2016. The students participated in events like debate, 12 minutes to fame, extempore, poetry writing & caption writing competitions.
<ul style="list-style-type: none"> • Arrangement for Feedback response from students, parents and other stakeholders on quality related institutional 	<p>Preparing a review report on the feedback received from all the stakeholders for continuous growth & improvement</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 College Management board and IQAC members approved the Annual Quality Assurance Report (AQAR) after detailed discussion/deliberation. They also suggested for strengthening the area of research and consultancy activities. The fallow-ups were done periodically through HOD meetings and other departmental/ committee level meetings.

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.

NO, the last regulation revision was done in 2012 by Nagaland University (Dependent on the university)

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

Yes, North Eastern Academy of Performing Arts (NIAPA) under the Pradhan Mantri Kusal Vikas Yagna (PMKVY) in collaboration with Tetso College Career Counselling and Placement Cell is initiating skill development training courses for interested students. The course is basically on Beauty and grooming training courses namely, Assistant Hair Stylist (For Boys) and Assistant Beauty Therapist (For Girls). The interested students are undergoing these courses thrice a week after class hours.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	36	36			

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:

- Audio Visual Aids/ Presentations are regularly beings used aside regular conventional black board teaching.
- Soft Skills Training Classes and Basic Computer Courses
- Field Trips- industrial visit for project (Commerce department)
- In-house Seminars/group discussion/case studies/projects/quizzes are used for continuous evaluation of students.
- Mentor-mentees programme introduced to develop healthy interaction between students & faculty which goes beyond classroom learning/curriculum.

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

193

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

The various examinations/evaluations reforms undertaken by the College:

- Continuous evaluation throughout the semester in the form of regular Tests, objective test, Oral test, open book test, group discussion, presentations, Assignments, projects and quiz's.

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

0

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	42	1	3	14	-	40.48%
History	13	1	10	-	-	76.92%
Sociology	10	2	5	1	-	60%
Political Science	20	14	8	6	-	70%
Education	9	1	4	2	-	66.6%
English	26	-	10	5	-	57.69%
B.Com Accountancy	14	17	7	-	-	50%
B.Com Management	2	7	2	-	-	100%

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

1. IQAC monitors the action plans/ Academic activities through the HODs & supervisors such as syllabus completion and value added courses.
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

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	1
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	7			
Technical Staff	2			

Criterion – III

3. Research, Consultancy and Extension

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

- The college has a research and consultancy committee, where the members meet periodically and discuss on the course to be taken to develop research and consultancy. The committee members assist in the publication of journal/e-book/ DOT Articles.

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		
Outlay in Rs. Lakhs	0			

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

0

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2			6
Sponsoring agencies		UGC			College

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

2

3.13 No. of collaborations

International

0

National

4

Any other

1

3.14 No. of linkages created during this year

1

3.15 Total budget for research for current year in lakhs:

From funding agency

From Management of University/College

1 lakh

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

0

0

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

0

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

- Tetso College NSS Unit organised a Marathon Race on 24th February 2017 under the theme “Let’s Run for Peace and Unity”.
- Tetso College NSS Unit, in collaboration with Department of Education visited Galilee Orphan Home on 6th August 2016. The volunteers and students interacted with the childrens, played games, and gave away Gifts hampers.
- Tetso College NSS Unit and Patkai Christian College NSS on 24th September 2016 commemorate 47th NSS Day at Patkai Christian College, Chumukedima. After a formal session, a football and volley ball friendly match was played between the two Units.

- In collaboration with ShutterTop, the official photography club of Tetso College organised DOT talks on the art of photography. The club displayed their works followed by practical session where members of PCD demonstrated to the students the elementary basic of taking photographs.
- NSS Conducts regular Campus Cleaning drives
- Mock interview/ interactive session via Video Conferencing for B.Com 6th Semester with Carmen Hawkins (USA) was conducted on 9th March 2017
- The Department of History conducted social work at Rajbari-Kachari ruins on 21st January 2017.

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	24	3	College	27
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

- Administration & Library has been completely computerized -Open Source Software Koha and D space have been integrated in the library enabling students and faculty to access books, journals and reference materials.

4.3 Library services:

	Existing		Newly added		Total	
		Value	No.	Value	No.	Value
Text Books	6153	3824	257	65	6410	3889
Reference Books	268	154	39	16	307	170
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	38	2	2	47	40
Others (Specify)	Old Project report					

*Library has access to e-book/journals through UGC-INFLIBNET National Library and information services infrastructure for students & faculty members. (NLIST)

* e-book & Journals excess through NLIST membership

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	1	1	1	1	4	10	
Added	30	30	0	0	0	2	0	
Total	58	1	58	1	1	6	0	

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

- The College has taken initiative for digitization and conducted training for students and faculties on MS office/ Excel/Google Class room applications/library software.

4.6 Amount spent on maintenance in lakhs:

i) ICT	7.1
ii) Campus Infrastructure and facilities	114
iii) Equipments	10.6
iv) Others	19.3
Total :	151.09

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Internet facility with Wi-Fi connectivity is made available throughout the campus to support students in enhancing their knowledge with easy digital access. Further, compulsory computer classes have been introduced for semester students, one Class in a week.
- The Career Counselling & Placement Cell organizes various training programmes to mould the students with core competency and employability.
- Library is equipped with various internet facilities, books, references, magazines, journals and e-journals to supplement the thrust of students and enrich their self-learning ability.
- National Service Scheme [NSS], NCC, YI (Young Indians) & other clubs encourage the students to take part in community development activities.
- A Grievance Redressal & Women Grievance Cell is constituted to address the grievances of the students (particularly girl students and women faculty members) and parents through feedback.
- Tetso College Student Council along with Class Representatives & ACRs organizes various programmes to widen their exposure in their respective field.
- Updates on College notice board, College website & Social Media (College Facebook & Instagram page) to ensure active participation by students in various activities.
- Student support services like multi-disciplinary forums- association with professional bodies, student forums / clubs, alumni interactions, certificates /cash incentives to student achievers are provided.

5.2 Efforts made by the institution for tracking the progression

- HODs & Department meetings are being conducted once in a week to monitor the progress of the action plans.
- Half yearly reports from the counselors and Department Heads.
- Tracking the progress of students through Cycle Test, Assignments, project works, debate, quiz, paper presentation, group discussions, Mock exams and mentoring session.
- Periodic Parent - Teachers meeting is held to convey the progress of wards and to elicit their views on various issues.
- Personal growth sessions/ Soft Skills training/ Shadow classes/ one to one session (Management with teachers) are conducted for teaching and non-teaching members to enhanced their personal growth/ technical skills

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
871	-	-	234

(b) No. of students outside the state

8

(c) No. of international students

0

Men	No	%	Women	No	%
	466	53.5%		405	46.49%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	2	639		1	645	3	4	860	3	1	871

Demand ratio

Dropout %

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

None

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

- Monthly time table is set for student counselling, students are encouraged to convey their grievances and needs more freely to the mentors. Counselling is provided to the students as a psychological support.
- Counsellors counsel students on poor academic performance/ scope for improvements/ethical values/ career opportunities.
- Mentors deal with mentees having social, economic and personal problems.
- The career guidance cell organise programmes to create awareness on importance of higher studies & competitive exams.

No. of students benefitted

200

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- The Departments organises talks/ programmes to enhance the confidence level of girl's students for their empowerment in the society.
- Personal and academic related problems of women are counselled and solved.
- Female students are part of the Tetso Student Council members holding important portfolios enabling them to participate in the policy or decision making process.

5.9 Students Activities

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

State/ University level

0

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

0

National level

International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12	51400
Financial support from government	NA	NA
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

Vision

Impact Lives- Every member of the Tetso family should create a positive difference in the world.

Mission

To empower people towards lifelong excellence

6.2 Does the Institution has a management Information System

Yes, the Institution has a management Information System

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

6.3.1 Curriculum Development

- As an affiliated college, the institution follows Nagaland University curriculum. The college Management board and faculty members through result analysis, Feedback from the students and stakeholders deliberate and send recommendation to the university to ensure the curriculum encompasses components for employability, topics in emerging trends, social relevance and needs.

6.3.2 Teaching and Learning

- Creating learning environment in the Classes which include critical thinking, case analysis and creativity.
- Teaching and learning process is strengthened with the help of e-learning resources (Google Class room).
- Faculty development programmes/Training is conducted to enrich their teaching-learning methods.
- Mock interviews and group discussions are part of simulation exercises helping students to develop their personalities.
- Mentoring and counselling learners are part of teaching and learning process.
- Well equipped library for both faculty and students.
- Learning beyond curriculum.
- Feedback/ Surveys are conducted annually to enhance teaching-learning process

6.3.3 Examination and Evaluation

- Examination committee ensures smooth conduct of examinations
- Internal Marks are allotted based on the assessment- Class Test, Assignment, Oral test/Group Discussions/Paper Presentation/ Quiz & Attendance. The examinations consist of two components namely, External evaluation for 70% Marks & Internal evaluation for 30% Marks.
- Result Reports are prepared after exam by concerned subject teacher for each batch and performance of students are analysed by the IQAC Members /management Board/HODs / Class teachers
- The performance of Students (Attendance & Assessment marks) is communicated to the parents through mobile/email/letters. Parent-Teacher meeting is conducted to review the performance of the students.

6.3.4 Research and Development

- The College Research Committee was constituted with an objective of promoting and encouraging faculty members and students for sending research proposal and receiving funds from various research bodies.
- Encouraging faculty to organize, attend and present paper at State/National/International conferences and seminars.
- Faculty members and students are encouraged/motivated to publish DOT Articles in the weekly column page “The Morung Express”-leading daily newspaper in Nagaland

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Digital Library facilities/ N-List with national and international journals are provided. Library administrations like issue/ return of books are maintained through integrated library management software (ILMS)
- The Library is enabled with Wi-Fi facility. Every year, additional volumes of books are added based on the requirement from all the departments.
- One full fledged computer lab
- Specified class room/conference hall/ auditorium with projectors.
- Power point presentation is being prepared by the faculty members and is used for taking classes in an interactive way.
- The campus maintenance manager is monitoring the maintenance of academic infrastructure and other facilities.

6.3.6 Human Resource Management

- New positions have been added in the level of a maintenance manager, teaching faculty and more grade IV staff.
- Arranging various orientation programmes for both teaching and non-teaching faculty members for upgrading their skills in their respective fields using latest technology.
- Administration supports the teaching, non-teaching staff & students with necessary support to optimize their work.
- Incentives are given to the faculty members each semester for 100% Attendance
- Performance bonus for teaching faculties.

6.3.7 Faculty and Staff recruitment

- Faculty and Staff recruitment is done as per UGC & University Guidelines. The recruitment committee consist of the Principal, Vice Principal, Administrator, HODs, senior faculty & external subject experts who will conduct the interview and select candidates based on qualification, experience, performance- subject knowledge, grammar, writing skills & computer knowledge.

6.3.8 Industry Interaction / Collaboration

Collaborations with industry and placement agencies is being looked at.

6.3.9 Admission of Students

Based on merit

6.4 Welfare schemes for

Teaching	3
Non teaching	1
Students	2

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

- Interaction with Alumni Association through Alumni Meetings and social media (Tetso College Alumni & members network-Facebook page)
- Involvement of Alumni in the Governing body of the College

6.12 Activities and support from the Parent – Teacher Association

Parent teacher association meeting is conducted yearly to address student's progress. The parents get an opportunity to interact with the faculty advisors and HODs to know about their ward's performance and study. The meeting is a platform where ideas are discussed and views exchanged.

6.13 Development programmes for support staff

The College conduct skilled development programmes/seminars for support staff/Non-Teaching staff

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

- Regular tree planting and green environment maintenance.
- NSS/Hostellers conducts social work at regular interval to keep the campus clean
- Installation of Solar street lights inside the campus

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 knows how many working days are present before the start of the exams.
- Improving soft skills of students through training (Soft Skills Classes)
- Improving teaching and technical skills of faculty by various programme (Soft skills development training)
- Lectures and interactive session (DOT Talks) with distinguished personalities/Speakers.

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

- Seminars, expert lectures-DOT Talks and events conducted for students
- Tetso College Career Counselling and Placement Cell in collaboration with Nagaland Job Centre, Youth Net and Young Indians (YI) organized a two day grand Job Fair at the college indoor stadium on 30th June and 1st July, 2017. The recruiting agency such as Riven Honda, Axis Bank, Aptech Aviation Academy, Ashok Leyland, Bambusa, Hotel Highway Lodge, Niathu Groups, and Pro Rural participated in the event.
- Polaris Solutions Enterprise, Shillong in Collaboration with Tetso College Career & Placement Cell conducted one day workshop on Employability, Skills Training, Job Recruitment Resources & Abroad Study Assistance.
- Tetso College Career Counselling and Placement cell in collaboration with Genius Career Guide organized career counselling session for students on 29th March, 2017.
- A session on career guidance was conducted on 27th September 2016. The Resource person Mr. Thungbemo Murry, Proprietor of computech mobile shed, Chairperson of BAN, member of CII (confederation of Indian Industries) spoke on the scope of entrepreneurship.

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

1. Free Computer Education and Soft Skill Training
2. Physical education activities introduced for hostellers

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

7.4 Contribution to environmental awareness / protection

- The College believes in promoting a society to protect, preserve and conserve the environment. In tune with the values a 'Poster Campaign' on the theme "Keep Tetso Clean – Our College, Our Responsibility" was initiated by the Department of Sociology in Collaboration with the NSS Tetso Unit on 26th September 2016. All together 16 posters with different slogans on awareness of cleanliness and ill-effects of Tobacco related products were displayed in all the floors of college building, annex block and tech square building.

7.5 Whether environmental audit was conducted? Yes No

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

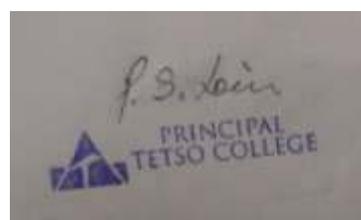
NO

8. Plans of institution for next year

- To introduce BBA course
- To organise inter disciplinary Seminars/workshops/ conference for students and faculties
- Expand classrooms and construct a new Auditorium

Name: Kvulo Lorin

Name : Dr. P. S. lorin



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure 1 Academic calendar 2017-18

Academic Semester	ADMS	Fee Payment Dates
Tetso College Academic Calendar 2017-18		
January 2017	August 2017	September 2017
Sunday, January 1, 2017	3rd - 11th August 2017	Reference Examination A for Class 11 & 12
Monday, January 2, 2017	Tuesday, August 15, 2017	Independence Day (Holiday/Non-attendance)
Tuesday, January 3, 2017	Wednesday, August 16, 2017	Teacher Day
Wednesday, January 4, 2017	Academic Semester	Semester/Session Assessment for 10th Semester must be completed
Thursday, January 5, 2017	Wednesday, 16th August 2017	Last date for payment of 1st installment for class 11 (late fee will be applicable from 17th August)
Friday, January 6, 2017	September 2017	September 2017
Saturday, January 7, 2017	Saturday, September 2, 2017	1st 4th (Holiday)
Sunday, January 8, 2017	Sunday, September 3, 2017	Teacher Day
Monday, January 9, 2017	Monday, September 4, 2017	Public Teacher's Day (Classes 11, 12, 10, 9th & 8th semester students absent)
Tuesday, January 10, 2017	Tuesday, September 5, 2017	10th - 20th September 2017
Wednesday, January 11, 2017	Wednesday, September 6, 2017	10th - 20th September 2017
Thursday, January 12, 2017	Thursday, September 7, 2017	10th - 20th September 2017
Friday, January 13, 2017	Friday, September 8, 2017	10th - 20th September 2017
Saturday, January 14, 2017	Saturday, September 9, 2017	10th - 20th September 2017
Sunday, January 15, 2017	Sunday, September 10, 2017	10th - 20th September 2017
Monday, January 16, 2017	Monday, September 11, 2017	10th - 20th September 2017
Tuesday, January 17, 2017	Tuesday, September 12, 2017	10th - 20th September 2017
Wednesday, January 18, 2017	Wednesday, September 13, 2017	10th - 20th September 2017
Thursday, January 19, 2017	Thursday, September 14, 2017	10th - 20th September 2017
Friday, January 20, 2017	Friday, September 15, 2017	10th - 20th September 2017
Saturday, January 21, 2017	Saturday, September 16, 2017	10th - 20th September 2017
Sunday, January 22, 2017	Sunday, September 17, 2017	10th - 20th September 2017
Monday, January 23, 2017	Monday, September 18, 2017	10th - 20th September 2017
Tuesday, January 24, 2017	Tuesday, September 19, 2017	10th - 20th September 2017
Wednesday, January 25, 2017	Wednesday, September 20, 2017	10th - 20th September 2017
Thursday, January 26, 2017	Thursday, September 21, 2017	10th - 20th September 2017
Friday, January 27, 2017	Friday, September 22, 2017	10th - 20th September 2017
Saturday, January 28, 2017	Saturday, September 23, 2017	10th - 20th September 2017
Sunday, January 29, 2017	Sunday, September 24, 2017	10th - 20th September 2017
Monday, January 30, 2017	Monday, September 25, 2017	10th - 20th September 2017
Tuesday, January 31, 2017	Tuesday, September 26, 2017	10th - 20th September 2017
Wednesday, February 1, 2017	Wednesday, September 27, 2017	10th - 20th September 2017
Thursday, February 2, 2017	Thursday, September 28, 2017	10th - 20th September 2017
Friday, February 3, 2017	Friday, September 29, 2017	10th - 20th September 2017
Saturday, February 4, 2017	Saturday, September 30, 2017	10th - 20th September 2017
Sunday, February 5, 2017	Sunday, October 1, 2017	10th - 20th September 2017
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Tuesday, February 28, 2017	Tuesday, October 24, 2017	10th - 20th September 2017
Wednesday, February 29, 2017	Wednesday, October 25, 2017	10th - 20th September 2017
Thursday, March 1, 2017	Thursday, October 26, 2017	10th - 20th September 2017
Friday, March 2, 2017	Friday, October 27, 2017	10th - 20th September 2017
Saturday, March 3, 2017	Saturday, October 28, 2017	10th - 20th September 2017
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Thursday, May 31, 2017	Thursday, January 27, 2018	10th - 20th September 2017
Friday, June 1, 2017	Friday, January 28, 2018	10th - 20th September 2017
Saturday, June 2, 2017	Saturday, January 29, 2018	10th - 20th September 2017
Sunday, June 3, 2017	Sunday, January 30, 2018	10th - 20th September 2017
Monday, June 4, 2017	Monday, January 31, 2018	10th - 20th September 2017
Tuesday, June 5, 2017	Tuesday, February 1, 2018	10th - 20th September 2017
Wednesday, June 6, 2017	Wednesday, February 2, 2018	10th - 20th September 2017
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Sunday, July 1, 2017	Sunday, February 27, 2018	10th - 20th September 2017
Monday, July 2, 2017	Monday, February 28, 2018	10th - 20th September 2017
Tuesday, July 3, 2017	Tuesday, February 29, 2018	10th - 20th September 2017
Wednesday, July 4, 2017	Wednesday, March 1, 2018	10th - 20th September 2017
Thursday, July 5, 2017	Thursday, March 2, 2018	10th - 20th September 2017
Friday, July 6, 2017	Friday, March 3, 2018	10th - 20th September 2017
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Friday, July 13, 2017	Friday, March 10, 2018	10th - 20th September 2017
Saturday, July 1		

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
