



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	TETSO COLLEGE
Name of the head of the Institution	P. S. Lorin
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03862-242484
Mobile no.	9774010978
Registered Email	iqac@tetsocollege.org
Alternate Email	klorin@tetsocollege.org
Address	Sovima Village, 6th Mile
City/Town	DIMAPUR
State/UT	Nagaland
Pincode	797112
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. S. Erika Assumi
Phone no/Alternate Phone no.	03862242484
Mobile no.	8731921733
Registered Email	elika@tetsocollege.org
Alternate Email	tetso_webadmin@tetsocollege.org

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/1BNT_F4_jHNXpOdab6VaSaSpgOm7lIFfPv/preview
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://tetsocollege.org/downloads/academic-calendar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.41	2019	28-Mar-2019	27-Mar-2024
1	B	2.52	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC	24-Mar-2011
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Lecture series on	15-Oct-2019	50

Leadership, Organizational Management, Online Learning Platforms and Studying Abroad for Students	3	
Dottalks with John Paulraj - Chevening and Commonwealth Scholarships Application Process	21-Oct-2019 1	50
Parent Teacher Meeting - Conference	28-Sep-2019 1	400
International Youth Day - Collaboration with Nagaland State AIDS Control Society (NSACS)	16-Aug-2019 1	450
ComFiesta - Commerce and Management Festival	25-Sep-2019 1	300
Career Guidance Seminar in Financial Market in collaboration with RAA	13-Sep-2019 1	138
Professional Orientation for Economics Graduates	07-Sep-2019 1	53
Vocational Training & Career Guidance on the theme	07-Sep-2019 1	90
DOTTalks with Florian Schybilski - Modernity as Salvation	02-Sep-2019 1	80
Implementation of Research Committee and Guidelines for faculty members and students	17-Aug-2019 1	6
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
<p>1. Implementation of Research Committee: To promote research activities by the faculty members of various departments as well as provide a platform for faculty members to present seminars or talks, and research work in progress. 2. Implementation of student feedback survey at the end of each semester in order to gauge learning experience of the students. This survey is also to ensure that the teacher receives relevant feedback from students. 3. Implementation of Parent feedback survey in order to gauge, assess, improve and strengthen the quality of academic and nonacademic matters in the College. 4. Implementation of Mandatory Tutorials and Reading sessions for students with lower grades in Internal Assessments. 5. Implementation of Tetso College Career Advancement Scheme (CAS) for the promotion of teachers under CAS UGC Regulation 2018.</p>

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achivements/Outcomes
New College Scholarship Schemes	HSSLC Rank holders scholarship (Free education) 50 scholarship to students for BCOM BBA Course
Free Computer Courses to Students (NIELIT certificate) & Soft Skills Class	Started NIELIT certificate course and mandatory soft skills and IT classes for UG students
Preparation of new admission and efforts to increase enrolment	Admission counselors were appointed to help the admission process. Admission brochure/handbills/pamphlets were distributed to students at various places
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Tetso College IQAC and Core Team	12-Jun-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	14-Mar-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	26-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Presently, Tetso College uses a separate Management Information System (MIS) for HR related data, Academic related data and Students attendance and lesson plans data. All teachers and employees details, including leaves, payslips, web clockin (for work from home cases) are maintained on the Kredily platform and app. For Academic related data, the College uses G Suite for Education platform for storing and accessing documents online using cloud computing, Google Classroom for conducting students assignments, online tests and other evaluations as well as for sharing materials video and audio lectures. Google Calendar and Google Meet are also used for conducting online and virtual classes and each student and College staff logs in via video conferencing using their College ids. The Gibbon platform and app is used for tracking students attendance and for maintaining lesson plans by the teacher. Attendance is tracked on a monthly basis and these attendance percentages are accessible by the students themselves. Additionally, weekly reports of classes taken by the teacher are also maintained on Google Spreadsheets which can be accessed and edited online by the faculty members. This weekly report of classes taken and substituted is to ensure transparency</p>

as well as a one stop data centre for teachers to tracking their teaching hours. The College also uses biometric logins for the teaching faculty and staff. All the students and staff also have access to a separate Student Intranet as well as Staff Intranet, where all new and archived academic notifications, guidelines, routines, calendars, event details can be accessed at anytime using their unique college email ids. Every student and staff of the College also has an access of personal cloud databank storage capacity of 30 GB. In addition, bus transport facilities upto key junctions all over the city are made available to students for a reasonable fare, and for staff as well for a nominal fee. The College extra curricular activities are made operational through teachers incharges of events and clubs as well as student committees coordinating and operating during different events. Different teams are created during different events in order to minimise stress on students and teachers. These teams when working on events coordinate and communicate actively through college email but also through the use of the Workplace platform for efficient communication and updates. All academic and administrative related data and information are stored on Google Drive, ensuring anytime accessibility and sufficient back up is maintained by the IT department. Students and staff also have access to student intranet and staff intranet where all academic and administrative guidelines, employee and student handbooks, attendance records, internal marks, College notifications and updates are posted for easy accessibility. The College also uses Google Forms for conducted surveys which is sent out at the end of every semester in order to assess teaching and learning feedback but also administrative feedback from all stakeholders. The College believes in an open and transparent system of administration as well as keeping the platforms of communication constant and feedback based to function better.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Tetso College is affiliated to Nagaland University and follows the curriculum designated by the University. The faculty members of the college are regularly assigned to set question papers for end semester university exams as well as to function in the capacity of external examiners according to the University requirements. This exercise conducted by the university contributes in enabling the college deliver, plan and implement the curriculum. Additionally, regular meetings and analysis are held followed by feedback sessions with the students. These meetings include semester result meetings, department reviews, IQAC quarterly meetings, parent teacher meetings, and student survey feedback reviews. The annual academic calendar is planned and circulated through the Vice-Principal and Dean's office and both students and teachers also have access to it online through the student and staff Intranet. The department teachers in consultation with the HoDs prepares the semester teaching and learning outcomes and lesson plans in order to suit the timeline of the academic calendar. The lesson plans include both the syllabus and a practical component which is the subject-enrichment activity for the undergraduate students. For the postgraduate students, the curriculum component includes seminars, and colloquium for research papers in the second semester. The teachers also participate in orientation programmes, refresher courses, seminars, conferences, workshops, webinars, online courses, orientation on exam evaluation, training programmes on effective class management and teaching tools, soft skills, training on digital learning tools (Google classroom & the efficient use of ICT in classrooms), usage of smart class room, projectors, audio and visual aids. In order to encourage better learning experiences the students and teachers conduct and participate in group discussion, debate, presentations, question hour session and personal interaction mechanisms are adopted to facilitate a robust and open learning experience. Each department organises guest faculty series and video conferencing from specialists in various fields are requested to give their expert views and knowledge. Additionally, Internet facilities and connectivities are made available to students and staff to enable them to access e-resources and digital databases as well. An end semester performance assessment with regards to curriculum delivery and implementation is conducted through a mandatory student survey. This survey facilitates feedback components on syllabus improvements, curriculum possibilities and quality monitoring through the students. The teaching staff also participate in a curriculum improvement feedback survey at the end of each semester for self assessment and syllabus improvement feedback which is later sent to the university, whenever required. The library is well stocked with sufficient copies of the prescribed texts as well as relevant e copies are made available. The library department maintains an online question paper bank which is open to the public but also available on the college website along with the syllabus of the various courses and a dedicated student intranet. Each department organises industrial visits, conducts case studies, study tours, internships, outings and offsite which are integrated into the lesson plans as part of the practical activity. Each department also organises talks, competitions which are part of or related to the syllabus component.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Foundation 2019-20:	NIL	30/08/2019	5	Yes	Yes

1Year						
GS Strategist I 2019-20 - English	NIL	30/08/2019	5	Yes	Yes	
GS Strategist Batch III 2019-20	NIL	30/08/2019	5	Yes	Yes	
CCA (Certification in Computer Application)	PGDCA (Post Graduate Diploma in Computer Application)	30/07/2019	3	Yes	Yes	

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Marketing Management	05/06/2018
BBA	Financial Management	05/06/2018
BBA	Human Resource Management	05/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	Marketing Management, Finance Management, Human Resource Management	05/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	54	20

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communication and Soft Skills	15/01/2018	180
CCA (Certification in Computer Application)	30/07/2019	1
Foundation 2019-20: 1Year	30/08/2019	7
GS Strategist I 2019-20 - English	30/08/2019	8
GS Strategist Batch III 2019-20	07/11/2019	39
PGDCA (Post Graduate Diploma in Computer	30/07/2019	19

Application)

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	General and Honours	33
BBA	General and Honours	15
BCom	General and Honours	8

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

All feedback received from stakeholders, periodically but also through surveys which are facilitated at the end of each semester. The students, teachers, parents, staff, alumni provide these feedback whenever initiated in order to ensure upgradation and as well relevant improvement by the College. The College ensures to gather feedback from these stakeholders during the following schedule in an academic year: 1. At the end of semester, feedback survey is to be mandatorily submitted by students - the feedback survey encompasses questions that assess the areas of learning and teaching experience in their classrooms and beyond, in the extra curricular activities. The student is required to answer a set of 10 questions on a scale of 1 - 5 [where, 1 being the lowest (ie, unsatisfactory) and 5 being the highest (ie, outstanding)]. The questions in the survey ranges from subject proficiency, classroom management and evaluation to teaching methodology on the part of the teacher. The IQAC sends out this survey to the students before they can collect their admit cards for the university end semester examinations so that it is a mandatory exercise for all students eligible to write their university examinations. Feedback is also received from teachers and an employee satisfaction survey is sent out to the concerned stakeholders at the end of every calendar year. Additionally, feedback is also received from parents during the annual Parent Teacher Meet (PTM) which is tentatively scheduled annually in the month of September. The College values the feedback received from the parents and encourages recommendations with transparency in order to include relevant feedback while making upgradations, updates and improvement in the College academic and administrative areas. Such feedback mechanisms enables the College to understand, assess, improve and strengthen the quality of academic and non academic matters of the College, providing an opportunity for parents to share their views or concerns, if any. Other forms of informal feedback is also maintained through one on one sessions by teachers and students to the Deans, Head of the Departments, Vice Principal, Director, Principal but also by the Human Resource Managers and other Resident Coordinators (or Hostel Wardens). It has been observed that relevant and valuable inputs and feedback has often been

received through this personal mode of feedback facilitation which are often considered and deliberated in the meetings of the Core Team (comprising of the Director, Vice Principal, Deans, IQAC Coordinator, HR Manager, IT Manager) when implementing changes or updates to College guidelines, rules and handbooks for academic and administrative purposes. The College hopes to maintain this open and continuous system of feedback mechanism so that there is continual and relevant overall growth of the College and its community.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	English, Political Science	56	56	56
BCom	Honours	60	60	57
BBA	Marketing Management, Financial Management, Human Resource Management	40	36	36
BA	Economics, Education, English, History, Political Science Sociology	1000	991	991

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1087	56	31	3	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
41	41	125	9	0	19

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system in the College is implemented both at the academic as well as administrative sections. At the academic level, the mentoring system is conducted through the teacher as the mentor and the student as the mentee. However, there is also another system in place, where senior students also mentor their junior counterparts. In academics, the mentoring system in the College is based on a tracking of the academic progress of the student mentee by the teacher mentor through internal cycle tests, assignments, project works, debate, quiz, paper presentations, group discussions, mock exams and one on one counselling sessions by the teacher mentor. A fixed time table is set for students mentoring, and students are encouraged to convey their grievances and concerns on academic growth in an open feedback framework to their mentors. Mentoring is also informally provided to the students by the teachers at a personal level, especially guiding and counselling in examination preparations, higher education counselling and advices on relevant universities and courses to apply to after the graduation. Additionally, teachers provide support to students with poor academic performances, highlighting on the scope for areas of improvements as well as career opportunities. Students are mentored by the teacher mentor but also by the department as a whole - this is done through identifying the toppers list (who are categorised as Eagles), weak students (who are categorised as Robins) and the average students (who are categorised as Ravens). The categories of Eagles, Robins and Ravens list is a dynamic list aiming for the toppers to continue to excel in all round areas while the weak students are gradually moved into the Ravens (ie, average grades) and Eagles list (higher grades). In this manner, the mentoring programme ensures that all the students are part of the categorisation at some point of their course. In addition, the senior batch of students have been the students mentors during new freshers students orientation programmes. These mentors were responsible for guiding the new freshers students on subject combinations, reading routine and time table, rules and regulations of the College, creating awareness about clubs and units. In addition, these student mentors are also designated as student counsellors during the online admissions. This is also to help the students develop their public relations skills to be comfortable in sending out important public messages through the use of their social media accounts spreading some very positive messages of learning and the College. The objectives of the student mentoring programme is to empower students and build a stronger student community while the student mentorship programme aims to aid online admission procedures, but also create a vibrant student support system to allow freshers a smoother transition from school to college life. Mentoring is a vital part of a teacher and students academic life and the College ensures through these various ways the College supports mentoring programmes between teachers and students but also among the student community. This system of mentoring can also be upgraded as per requirements or feedback.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1140	41	1 : 27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	41	0	41	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NA	Vice Principal	NA
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BA	BA	2	15/04/2019	07/05/2019
BA	BA	1	26/10/2018	11/11/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

At the institutional level, the students assessments are based on formative categories which are customised by the College to suit their needs as well as the summative assessment as prescribed by the University. The formative assessments includes classroom based tasks such as seminars, paper presentation, group discussion, debates, MCQ tests, assignments, projects, role playing activities, drama enactments, open book tests as part of the Internal Assessments. The Summative assessment prescribed by the University (which is the 70 marks external exam, including both MCQ type of questions and Descriptive type of questions) is the standard or benchmark for students to clear examinations. The College makes every effort to effectively implement the evaluation reforms prescribed by the university in the curriculum of the students. If there are any reforms in the university evaluation patterns, these are also regularly intimated to faculty and students. The Heads of Department and Supervisors undertake effective and close monitoring and ensure timely implementation of the new reforms (whenever required) in the procedure of evaluation. In addition, at the College level, weekly department meetings are held with the teaching faculty for discussion of teaching methodology, techniques and academic performance of students, as well as activities and programmes of the department. Based on Nagaland University reforms, the College has adopted: 1) The shift from Annual system to Semester System. 2) University examination evaluation system - 70 marks external assessment and 30 marks internal assessment. 3) Internal evaluations of the University external exam answer scripts except for the 4th and 6th semester undergraduate final examinations, which is sent for external evaluations. Keeping at par with the University reforms, and for a continuous internal evaluation the College has adopted the following evaluation methods for internal assessment i.e., for 30 marks. The internal assessment is divided into 4 components: 1) Class test - 10 marks, 2) Assignment - 10 marks 3) Subject enrichment activity (viva voce, presentations, project works presentations, group presentations, group projects, group assignments, debates) - 5 marks, 4) Attendance marks. A minimum of 3 class tests are to be mandatorily conducted by the subject teachers, out of which an aggregate is taken or the highest marks scored in any of the class tests which is left to the discretion of the subject teacher. Lesson Plans: The teaching faculty also maintain a lesson plan in order to track the progress of their syllabus and pace their internal assessments. On-going remedial classes? ?additional academic tasks? are offered to students with low attendance and marginal internal marks (secured in the 1st assessment conducted after 4 weeks of classes). Remedial English classes and extra tutorial classes are conducted during holidays or off hours to assist slow and weak learners. Parent-Teacher meetings are held along with the students after the internal examinations to review the students' overall academic performance. Tutorial classes and counselling are also provided to the advanced learners in order to encourage consistency of performance. College hostellers are provided additional support by the on-campus teachers and by maintaining regulated.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Tetso College has adopted an effective plan for teaching, learning and evaluation processes to cater to the needs of students. The various strategies

and mechanisms adopted by teachers are ensured to be student centric with relevant room for improvement feedback whenever required. 1). The Academic Calendar is prepared by a committee comprising of the Principal, Vice Principal, Deans, HODs with the help of IQAC. The academic calendar has minute details of the number of teaching days, examination dates, College activities, departmental activities and various other events and holidays based on the broad guidelines conveyed by Nagaland University. The academic calendar is communicated in advance before the start of the semester to all the departments and it is also made available to students through the college website as well as the student and staff Intranet. 2). A central class wise timetable is prepared towards the end of every academic session and distributed in advance to all the departments. 3).The teaching plans are prepared by individual teachers, verified and monitored by the Head of the Departments. The teaching plans are periodically assessed by the Head of the Departments, the Deans and the Vice Principal to ensure that the work assigned is completed on schedule. The teaching plans includes the following aspects - Aims and learning outcomes or objectives, Structure of sessions and schedule of the activities, Learning resources to be given to the students, and Assessment or evaluation methods. 4).The College follows a well structured internal evaluation method for the undergraduate and postgraduate semester courses. The schedule for internal evaluations (class tests and assignment dates) are prepared well in advance and displayed on the notice boards as well as notified on the student and staff Intranet and the College website. The Colleges internal evaluation criteria are - Class Tests (10 Marks), Assignments, Project (10 Marks), Subject Enrichment Activity (Presentation, viva voce, Debate, Group discussion, or Quiz) (5 Marks), and for Attendance (5 Marks). For the PG course, the evaluation criteria are - Assignment (15 marks), Presentation or Seminars - (5 marks), Internal written test - (10 marks) and an additional research paper in collaboration with the faculty in their second semester. Apart from these, Orientation Programmes, Bridge courses and Preparatory Classes for slow and weak learners? ?for entry level students are offered before the commencement of the academic session. In the Orientation Programmes, each department introduces their members and presents a brief description of the subjects offered, course content, subject combinations, career opportunities, evaluation methods, activities and semester plans to the new students. In addition, the general rules and regulations of the college are also highlighted. In the process of all the evaluations, students who require additional tutorial or revision classes are also facilitated by the teacher and a schedule is prepared for these students outside of the class hours. All of these planning, strategies and orientation activities ensure the smooth functioning of the academic calendar at the departmental, school and College level.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://tetsocollege.org/academics/graduate-degree/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Economics	58	56	96.55
BA	BA	Education	98	96	97.95
BA	BA	English	147	144	97.96

BA	BA	History	106	101	95.28
BA	BA	Political Science	258	253	98.06
BA	BA	Sociology	90	86	95.55
BBA	BBA	Marketing Management, Financial Management, Human Resource Management	66	66	100
BCom	BCom	Honours and General	57	57	100
BA	BA	General	223	205	91.93
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://drive.google.com/file/d/1EtPFXpc0aGkejDz0uwChl53Xtpfn2zEb/view>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	2	Zubaan Books, Heinrich Boll Foundation, Morung Express	1	1
Any Other (Specify)	1	Nagaland State AIDS Control Society	0.5	0.5
Any Other (Specify)	1	Nagaland State Commission for Women	0.5	0.5
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Commerce and Management Studies and its relevance in Nagaland	Commerce and Management	28/06/2019
Indian Economy: Issues Perspectives	Economics	23/08/2019
Career Guidance Seminar On NSE and Capital	Commerce and Management and RAA Media Pvt. Ltd,	13/09/2019

	Mumbai	
Workshop on the Art of Writing a Research Paper	Political Science and Sociology	04/08/2018
1st Round Table Conference	Political Science	28/06/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Political Science	1
English	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	0	0
International	NIL	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	1
Political Science	55
Education	2
English	3
Commerce	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
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					mentioned in the publication	excluding self citation
NA	NA	NA	2018	0	NA	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2018	0	0	NA
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	3	5	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NCC Annual Training Camp 81	1 Naga Girls Batallion, NCC Kohima	0	9
NCC Welcome Programme	Tetso College, NCC Unit	1	30
NCC Swachta Samaroh	Tetso College, NCC Unit	1	53
NCC Swachta Samaroh	Tetso College, NCC Unit	1	53
NCC Swasth Bharat Yatra (Cycling Rally)	Food Safety and Standards Authority of India, Ministry of Health and Family Welfare, Government of India	1	50
NSS Cleanliness Drive	Tetso College, NSS Unit	1	13
NSS Door to Door Awareness Campaign	Tetso College, NSS Unit	1	15
NSS International Youth Day	Tetso College, NSS Unit	1	10
NSS Wall Painting activity	Tetso College, NSS Unit	1	15
NSS Special Camp	Tetso College, NSS Unit	2	45

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
16-days campaign to eliminate violence against women	Tetso College Womens Cell and Anti-Sexual Harassment Committee with Nagaland State Commission for Women (NSCW)	Panel Discussion and Poetry Slam Competition	11	167
International Youth Day	Tetso College, NSS Unit Nagaland State AIDS Control Society (NSACS)	Skit Competition	20	450

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
International Youth Day	450	Government funded	1
Panel Discussion and Poetry Slam Competition	167	Government funded	1
Cultures of Peace - Panel Discussions, Workshops, Round Table Conversations	86	Private organisations funded	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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Student Internship	Summer Internships	Entrepreneur Associate	15/07/2019	31/07/2019	5
Student Internship	Summer Internships	Bright Morning Star Children Home	15/07/2019	31/07/2019	17
Industrial Visit for BBA 3rd Semester	Summer Internships	Assam Industrial Infrastructural Development Corporation, Guwahati	05/07/2019	06/07/2019	37
Student Internship	Summer Internships	Big Bazaar	29/09/2018	03/10/2018	14
Student Research Work	NA	Christian Institute of Health Sciences and Research (CIHSR)	08/01/2018	01/02/2018	3
Student Research Work	NA	GD Plast	08/01/2018	01/02/2018	5
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
The People Channel	25/06/2019	To promote interaction, training activities, placement and internships for Bvoc programme in Tourism and Hospitality Management	0
Niathu Group Hotels and Resorts	25/06/2019	To promote interaction, training activities, placement and internships for Bvoc programme in Tourism and Hospitality Management	2
ALS Satellite Education	18/04/2018	For providing coaching for IAS through face to	54

face and through
tele-education
program

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
350	342

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	18.05.01.000	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9461	9461	672	672	10133	10133
Reference Books	476	476	123	123	599	599
Journals	14	14	7	7	21	21

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Anjan K Behera	People of Tetso	YouTube	09/05/2019
Dr. Nonlih Chohwanglim	Teachers Talk	YouTube	06/04/2018
Mr. Shitio Shitiri	Teachers Talk	YouTube	06/04/2018

Tatongkala Pongen	Teachers Talk	YouTube	06/04/2018
Dr. S. Elika Assumi	Why Study MA English	YouTube	13/06/2019
Dr. P. S. Lorin	Why Study Political Science	YouTube	25/06/2019
Dr. Rimmei Longmei	Why Study Political Science	YouTube	25/06/2019
Dr. Aniruddha Babar	Why Study Political Science	YouTube	25/06/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	71	70	71	71	70	16	71	50	0
Added	41	0	41	41	42	0	41	50	0
Total	112	70	112	112	112	16	112	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
YouTube Channel - Tetso College	https://www.youtube.com/c/TetsoCollegeyoutube
Dottalks Website	http://www.dottalks.in/
Dottalks YouTube Channel - Tetso College	https://www.youtube.com/channel/UCTLM4XnmdBh9x7zyOeB1mMA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
45	44.5	45	43.9

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The College ensures adequate availability and optimal utilisation of physical infrastructure to create an environment of excellence in education through technologically advanced pedagogical tools. Each academic session after reviewing course requirements, computer- student ratio, budget constraints, working conditions of the existing equipments and also students' grievances, assessment for replacement, up-gradation, as well as upgradation to the</p>
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existing infrastructure is carried out based on the suggestions from Board of Directors, Heads of the Departments, IT technicians and system administrator.

The College has adequate class rooms, computer labs with computer systems available for facilitating teaching and learning process. Wi-fi and internet connections with adequate speed are made available for academic purposes. Efforts are being made to stay updated with the latest hardware and software available in the market. Effective utilisation of infrastructure is ensured through appointment of adequate and well qualified IT technicians/system administrators. The optimal utilisation is ensured through encouraging innovative teaching - learning practices. The available physical infrastructure is also optimally utilised beyond regular college hours, to conduct certificate courses, co-curricular activities, extra-curricular activities, parent teacher meetings, campus recruitments, coaching for competitive exam, training classes, campus recruitments, meetings, seminars, conferences etc. The College has a well equipped Library with references and text books, journals, magazines, newspapers etc The Mentor-Mentee programme is a measure to groom and help students enhance their personality, interpersonal skills, emotional management and leadership qualities. The College has institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college. The maintenance departments looks into the requirements of departments and if the needs are justified, then it is forwarded to the Core Committee for approval and final purchase. The College maintenance office looks after the building, upkeep of classroom furnitures and maintenance works. The management provides gardeners for the upkeep of the garden and support staff for taking care of the college campus and sanitation facilities. The College has professional employees in electricity, water supply, masons, carpenters and plumbing and computer engineers. The College has two (02) technicians for maintenance of hardware and software of IT infrastructure. Computers labs maintained periodically for virus updates. Computers and printers in the campus are maintained through M/s Synergy Services Maintenance of 02 Generators (160 KVA and 30 KVA each) is done through M/s Kirloskar Service Campus upkeep (cleaning of campus including parking areas, toilets and bathrooms) is done by permanent IV grade staff. The College management Committee decides the major steps for location, upkeep and maintenance of sensitive equipments. To regulate voltage fluctuations Main Circuit Breaker (MCB) and Earth Leakage Circuit Breaker (ELCB) are placed at prominent power supply units. The College has its own arrangement of constant supply of water through individual bore wells. Aqua Guard Water Purifiers are installed at administrative building, mens hostel, women's hostel, teachers pantry . Generator and Inverter facility, in the absence of electric power supply is available with the college and utilised as per the requirements. The institution ensures optimal allocation and utilisation of the available financial resources for utilities.

<https://tetsocollege.org/services/tetso-arena/#>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Tetso Excellence Scholarship	8	120000
Financial Support from Other Sources			
a) National	Government of Nagaland Post Matric Scholarships	840	36000

	for ST Students		
b)International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Classes for Low Grades (Internal Assessment)	28/02/2019	149	Tetso College faculty
Post Graduate Diploma in Computer Application	01/08/2019	19	IIHT
Graphic Design - Certification	01/08/2019	1	IIHT
Soft Skills Training	05/11/2018	180	Tetso College
GS Strategist Batch III 2019-20	07/11/2019	39	ALS
GS Strategist I 2019-20 - English	30/08/2019	8	ALS
Foundation 2019-20: 1 Year	30/08/2019	7	ALS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	ALS IAS Scholarship for Nagaland	54	54	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
2	193	1	5	140	53
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	6	BA	Sociology	St. Joseph University, St. Joseph's College	MA
2019	8	BA	Political Science	Nagaland University	MA
2019	3	BA	History	Nagaland University, William Carey University Shillong	MA
2019	20	BA	English	Nagaland University, NEHU	MA
2019	6	BA	Education	St. Joseph University, Dimapur	NA
2019	2	BA	Economics	Nagaland University	NA
2019	0	BA	General	NA	NA
2019	4	BCom	Commerce	NEHU, St. Joseph University	MCom
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Tetso College Hostel Sports Meet	College	350
Yonex Sunrise 43rd Inter District and State Open Badminton Championship	State	1
Reliance Foundation School Sports - Football	State	20

Championship		
Inter Staff Badminton Tournament	College	55
Inter College Basketball Tournament, Immanuel College	Inter College	20
Annual Marathon Race	College	50
Annual Sports Meet	College	300
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	0	0	0	NA
2018	NA	Internatio nal	0	0	0	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a student council duly elected by the CRs and ACRs. The Student Council comprises of the following:- 1. Chairperson of student council: Principal, 2. General Secretary, 3. Assistant General Secretary, 4. Coordinator, 5. Assistant Coordinator, 6. Finance Secretary cum Treasurer. The student Advisory Committee consists of 4 members appointed by the Principal from among the faculty members. The election to the Student council is held at the beginning of the academic session as per the College student council constitution. The main responsibilities of the student council is to encourage and motivate students to participate in various extra-curricular activities like sports, cultural activities etc. The fund of the student council is allocated and provided by the College depending on the nature of events and activities. The College student council actively participates in the academic and administrative bodies empowering them to gain leadership qualities and execution skills. The Student Council/students are part of various College Committees: 1. IQAC Committee: The President of the Student Council is a member of the IQAC who brings forth constructive students grievances and suggestion to enhance the quality of education in the College. 2. Disciplinary Committee: The Disciplinary committee comprising of student members maintain discipline in the College (Classrooms, uniform, class bunking issue, behavioural issues, maintaining a tobacco-free campus). 3. Grievance and Redressal Committee: To maintain a harmonious educational atmosphere in the College, the students develop a responsive and accountable attitude among all the stakeholders. 4. Women Cell (Prevention of Sexual Harassment Cell): The student representatives and faculty members play active role create awareness as well as highlight issues on sexual harassment. The College community promotes environment of gender equity among the students, teaching and non-teaching staff. 5. Anti-Ragging Committee: The student representatives are educated by the Committee members comprising of faculty regarding anti-ragging policy. The Anti-Ragging Committee and the Students Council monitor and maintain a ragging-free environment in the College. 6. NSS Committee: The NSS Committee and student representatives motivate the students to participate in various voluntary

community service programs like Blood Donation Camp, social work services like cleanliness drive in the College and the village areas. 7.Sports Committee: The Sports Committee comprising of student representatives ensure that the students participate in indoor and outdoor games like volley ball, basket ball, badminton, table tennis to create camaraderie among the College community. The student council takes charge for planning and organising the Annual sports week. 8.Cultural Committee: The Faculty and students representatives organise extracurricular activities for students to explore their talents through various activities like Summer Fest, Graduation Day, Freshers Day and other extra-curricular department/ College activities (Drama/Act play, stand-up-comedy, singing, choir competition, cultural dances, Tetsos got talent, extempore, essay competition and debate). 9.Editorial board- 3T online newsletter: The College 3T online newsletter is fully functioned, maintained, and managed by the student representatives with the supervision of the Editorial board. 10. Music Club/ History Club/ Photography Clubs: The faculty and student representative encourages students actively participate in various clubs activities to enhance their creativity and skills.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

48

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The College has formally as well as informally interacted with the alumni members. The College has periodically invited the alumni to deliver lectures in their chosen field of expertise and studies. The following list of activities were organised by the Alumni Association: 1) Meteu Therie, Department of English, served as an Assistant Professor (January 2018 - April 2018). 2) Khesheli Aye, Department of Sociology, served as Assistant Professor (July 2017- July 2018), 3) Toshimenla Ao, Department of English, serving as Assistant Professor (From November 2017- August 2019). The following are the alumni employed and working in the College - 1) Dr Hewasa Lorin (Vice-Principal). 2) Mr. Merangtsuba (Assistant Professor, History). Alumni Association provides a forum for establishing a link among the alumni, staff, and students of the College.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) The College is committed to promote decentralisation and culture of participative management. The Principal, Vice-Principal, Director, Deans, HODs, Faculty, Student Council and IQAC are responsible for academic and administrative leadership of the college. The meetings and feedback from different stakeholders is an indication of participative and open management. The Colleges participative organisational structure and decision making processes are as follows: (1) The Governing Board - The College governing body is the apex decision making and sanctioning body of the institute. It has

representatives from the teaching and non teaching staff but also individuals and experts from external agencies. All of its decision and policies are made keeping in mind the vision and mission of the College. (2). IQAC - The IQAC initiates, plans, conducts and supervises various activities that are necessary to increase the overall quality standards in the College. The IQAC frames modalities to collect data and information on various aspects of institutional functionings. It also aims to disseminate information on quality aspects as well as records and monitors quality standards of the institution. Additionally, as a nodal agency of the College for quality related activities, collect feedback and suggestions from stakeholders for quality improvements, prepares the Annual Quality Assurance Report (AQAR) and such other reports as may be decided periodically. (3) The Management body: The management body comprises of the Principal, Vice Principal, Director, Director of Facilities, Deans and HODs. The Principal takes operational decisions by open consultations with all the faculty members during regular teaching and non-teaching staff meetings. The Vice Principal assists the Principal for the smooth functioning of the administrative and academic programs. The Director oversees the admissions procedure, disbursement of university materials, budgets from payroll to maintenance of the physical plant, supervise maintenance personnel and keep track of College records. The Director of Facilities supervises the support staff for responsible social, fiscal and environmental stewardship. The Deans and HoDs ensure to administer their respective departments, plan and execute academic programs. The Management and faculty members conduct open meeting with students and parents to seek suggestions to improve the academic climate of the college through the Parent Teacher Meeting and Alumni Meet which is conducted annually. 2. Additionally, faculty members contribute actively in the management of academic activities of the College. They are encouraged to develop leadership skills by being in charge of various academic, co curricular, and extracurricular activities. Teacher in charges are appointed to facilitate smooth conduct of academic activities throughout the year and monitor the overall progress of the students. (5). Faculty members are given representation and responsibilities in various academic, administrative and other non-statutory committees for transparency in administration. Some of the statutory and non statutory committees are - Management Committee, Admission Committee, Anti Ragging Committee, Examination Committee, Grievance Committee, Career guidance and placement cell, Internal Quality Assurance Cell, Library Committee, Alumni Committee, Sports Committee, Disciplinary Committee etc. The students through the Student Council actively participate in various curricular, co curricular and extra curricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	The College has implemented online platforms for managing and archiving human resource data. The existing learning and management systems and tools are already integrated in the daily functioning of the College operations. These tools are G Suite for Education – a cloud computing platform implemented by the College since 2012 this includes the use of all productivity Google tools such as

Google Classroom, Google Sites, Docs, Sheets, Slides, Forms. In addition, connectivity tools such as Google Calendar, Hangouts and Meet. Apart from these tools, Gibbon, which is an open source school management system is used for student attendance tracking and Kredily, a cloud-based HR and payroll system is used for biometric web logins for staff. Additionally, for finance and accounts, the College has integrated payroll automation through eduqfix (www.eduqfix.com) partnering with HDFC bank since 2016. These systems can be broadly categorised as learning and administrative tools used by the College. These tools can be considered as useful resources and online platforms facilitating the possibility for the College to function seamlessly, even off-campus.

Admission of Students

The College has a student mentors programme where students contribute as admission counsellors. The college follows a systematic admissions and induction programme where every student is taken through an orientation programme. In the orientation programme, they are told about the college mobile app, using the student intranet, various committees and other information. Residents on campus follow a schedule that include sports, competitions and morning and evening study hours.

Curriculum Development

The College has made strategic plans and deployment in the curriculum development. The curriculum plans are drawn as short-term and long-term goals from different aspects of the functioning of the college. These goals are in the form of an Objective and Key Result (OKR) indicators analysed each semester by each department. The curriculum that the College implements is recommended under the guidelines of Nagaland University (NU). As a affiliated College, the college provides periodic syllabus and curriculum changes and recommendations to NU whenever requested. In addition, the College implements a continuous and comprehensive evaluation system during the semester. Along with the written and viva voce assessments, the College also inculcates the spirit of sports and extra-curricular participation in

various events. This enables the students to build confidence and camaraderie among peers. Another aspect of the Colleges curriculum is to conduct classroom activities and projects based on the syllabus but also a quantitative study of real data collection on the field.

Teaching and Learning

At Tetso College, we aim to maintain a balance of collaborative, differential, inquiry-based, blended learning methods with emphasis on skills and values in technology-driven classrooms. Being cognisant of the growing practices of learning methodologies incorporated by learners today, the College ensures providing varied platforms of teaching and learning. This indicates that both the teachers' and students' learning environment is dynamic and we strive to be at par with current educational practices. This is done through the use of multimedia, technology digital network set-ups, learning platforms like Google Classroom, additional learning support through a robust access to online journal repositories, a well-stocked library as well a continuing engagement through seminars, conferences and publications by the teaching faculty. 1) ?Orientation Programmes, Bridge courses and Preparatory Classes for slow/weak learners? ?for entry-level students are given. Before the commencement of an academic session, an Orientation Programme is held where each department introduces their members and presents a brief description of the subjects offered, course content, subject combinations, career opportunities, etc. to the students. In addition, the general rules and regulations of the college are highlighted. Each department also focuses on their students' basic understanding of concepts and language skills Additionally, 4th and 6th semester undergraduate students have mandatory soft skills classes this is an audit course offered every academic year. 2) ?Continuing levels of learning computer/IT Soft Skills? - 1st 3rd semester undergraduate students have mandatory IT Soft Skills classes this is an audit course offered every academic year. Additionally, students have the provision for computer systems

in the computer lab as well as the library. iii?. ?On-going remedial classes? ?additional academic tasks? - offered to students with low attendance marginal internal marks (secured in the 1st assessment conducted after 4 weeks of classes). Remedial English classes and extra tutorial classes are conducted during holidays or off-hours to assist slow/weak learners. Parent-Teacher meetings are held along with the students after the internal examinations to review the students' overall academic performance. Tutorial classes and counselling are also provided to the advanced learners in order to encourage consistency of performance. College hostellers are provided additional support by the on-campus teachers and by maintaining regulated study hours.

Examination and Evaluation

Student assessments are prepared by individual teachers, verified and monitored by the Head of Departments. The teaching plans are periodically assessed by the HODs, Deans and Vice Principal to ensure that the work assigned is completed on time. The teaching plan includes the following aspects - these are aims and learning outcomes or objectives, structure of session and schedule of the activities, learning resources to be given to the students, and assessment or evaluation methods. The College follows well structured internal evaluations and examinations for the undergraduate courses. The schedule for internal evaluations (class tests assignment dates) are prepared in advance, displayed on the notice boards and emailed as student notification on the Student Intranet. The College internal evaluation criteria are - Class Test (10 Marks), Assignment/Project (10 Marks), Subject Enrichment Activity (Presentation, viva voce, debate, group discussions, multiple choice objective type of questions) (5 Marks), and Attendance 75 and above. The university semester examinations are conducted as an end-semester examination for 70 marks. This is externally evaluated for the final year students.

Research and Development

The IQAC along with the HoDs ensure that the content and publications of e-journals and e-books are in progress by

all Departments. Along with this, the teaching faculty also attend conferences, workshops and seminars to share knowledge and new findings in their area of research. Subscription to important department journals are provided, and all staff have their own login ID to access online e-journals and resources at any location. Comfortable reading and study rooms exist in the library. The Research Committee of the College convenes periodically to assess programmes focussed on research and innovation that can be organised in the semester or academic year. Stating the following three objectives, the Research Committee works towards their semester goals: 1) The core objective of the Research Committee is to pursue, explore and understand the basic evolution, condition and advancement of human society in relation to economy, environment, state, culture, history, polity, sciences, education, institutions etc at the local, national and global level. 2) To cultivate a culture of research in the institute by facilitating and conducting seminars, workshops and capacity building on various research methodologies. 3) To collaborate with civil societies, government agencies, industries for development and dissemination of knowledge to the society at large. The staff also undergo in-house trainings on Google for Education and online teaching tools.

Library, ICT and Physical Infrastructure / Instrumentation

The College has a well equipped library with references and text books, journals, magazines, newspapers as well as a mini museum and a reading lounge area. The College library is fully computerised and equipped with books, references works, e-books, e-journals, question banks, and variety of periodicals. The book list is renewed periodically by addition of new books. The College library provides variety of services to increase the use of its resources. The services provided by the Library are - 1) The reading room is well furnished to accommodate students at a time and provides conducive environment for study. 2) Reference service circulation of books, 3) Renewals and returns related work is computerised. 4) A visitor's book is

maintained for students, staff and public. 5) Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. CCTV cameras are installed in the library for strict surveillance. 6) Display of new arrivals. 7) All books are bar-coded. 8) Students are also provided access to syllabus and old question papers set. 9) Book-Bank facilities are made available. 10) OPAC (On Line Public Access Catalogue). 11) Open to public. 12) 24/7 Internet facility. 13) Access to e-resources from INFLIBNET N-List Consortium. 14) Information deployment and notification (Information Deployment and Notification), Download, Printing, In-house/remote access to e-resources, User Orientation and awareness, Assistance in searching Databases and INFLIBNET/IUC facilities. 15) Source Software KOHA and D Space have been integrated in the library enabling students and faculty to access books, journals and reference materials. 16) Article Repository: Published research paper/article of the faculty members. 17) Thesis and Book Repository: Published thesis (soft copies) and books of the faculty members are archived for references. 18) The library also organises book donation drives periodically and have received many books and resources from well-wishers.

Admission of Students

Admission counsellors are appointed to help the admission process every academic year. These counsellors who are designated as per requirements are the Director, Vice Principal, Deans, Head of the Departments, teachers but also the students. The Admission Committee ensures that the admission brochure, handbills, pamphlets are distributed to students at various places but also sufficient notifications are sent to local newspapers, hoardings and significant social media presence is created on platforms like Facebook, Instagram, and YouTube. The College has a student mentors programme where students contribute as admission counsellors. The college follows a systematic admissions and induction programme where every student is taken through an orientation programme. In the

orientation programme, the students are trained on Digital Citizenship and are also made thoroughly aware of the various online platforms that the College use for notifications as well as for the curriculum. These are trainings about Google Classroom, College email IDs, Student Intranet as well as other social media platforms. In addition, students are oriented about the continuous and comprehensive evaluation undertaken for their academic work. The academic structure of internal and external evaluations are briefed. The overall admissions procedure is overseen by the Director and the Orientation Programme trainings are conducted by the Teachers and Student Mentors.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	The College has adopted a new Human Resource management software: Kredily (https://kredily.com/), where the College maintains employee details, payroll and biometric attendance. All employees can log in to their Kredily account and view their details, salary structure, payslips, leaves among other facilities. This is an effort to empower the College staff and provide better service and transparency.
Finance and Accounts	The College has adopted EduQFix (www.eduqfix.com) and partnered with HDFC for salary accounts. Salaries are calculated from the 1st to the end of the month. All salary dispensations are automated through the bank.
Student Admission and Support	The College priority is students and as mentioned in the Mission and Vision statement, the first value of the College is To put students first. Adhering to this College value, admission counsellors are appointed to help the admission process every academic year. The Admission Committee ensures that the admission brochure, handbills, pamphlets are distributed to students at various places but also sufficient notifications are sent to local newspapers, hoardings and significant social media presence is created on platforms like Facebook, Instagram, and YouTube. The College has a student mentors programme where students contribute as admission

counsellors. The college follows a systematic admissions and induction programme where every student is taken through an orientation programme. In the orientation programme, the students are trained on Digital Citizenship and are also made thoroughly aware of the various online platforms that the College use for notifications as well as for the curriculum. These are trainings about Google Classroom, College email IDs, Student Intranet as well as other social media platforms. In addition, students are oriented about the continuous and comprehensive evaluation undertaken for their academic work. The academic structure of internal and external evaluations are briefed. The overall admissions procedure is overseen by the Director and the Orientation Programme trainings are conducted by the Teachers and Student Mentors.

Examination

Student examinations and assessments are undertaken by the subject teachers, but also verified and guided by the Head of Departments. The teaching plans are periodically assessed by the HODs, Deans and Vice Principal to ensure that the work assigned is completed on time. The teaching plan includes the following aspects - these are aims and learning outcomes or objectives, structure of session and schedule of the activities, learning resources to be given to the students, and assessment or evaluation methods. The College follows well structured internal evaluations and examinations for the undergraduate courses. The schedule for internal evaluations (class tests assignment dates) are prepared in advance, displayed on the notice boards and emailed as student notification on the Student Intranet. The College internal evaluation criteria are - Class Test (10 Marks), Assignment/Project (10 Marks), Subject Enrichment Activity (Presentation, viva voce, debate, group discussions, multiple choice objective type of questions) (5 Marks), and Attendance 75 and above. The university semester examinations are conducted as an end-semester examination for 70 marks. This is externally evaluated for the final year students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Kredily HR Software Training	Kredily HR Software Training	11/11/2019	11/11/2019	14	10
2019	Gibbon Classroom Software Training	NA	16/10/2019	16/10/2019	10	0
2019	IQAC Student Survey Training - Google Forms	NA	13/09/2019	13/09/2019	9	9
2019	Objectives Key Results (OKR) Training	Objectives Key Results (OKR) Training	18/06/2019	18/06/2019	15	15
2019	G Suite Training	NA	03/06/2019	07/06/2019	10	10
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course on Accountancy and Management of Church Accounts	1	28/01/2019	02/02/2019	6

Workshop on Research Methodology	1	11/06/2019	11/06/2019	1
Orientation Programme	1	21/01/2019	17/02/2019	31
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
55	55	26	26

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1	1	7

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College has a mechanism for internal and external audit. There are internal audit mechanisms where internal audit is an ongoing continuous process in addition to the external auditors who verify and certify the entire corpus income and expenditure and the capital expenditure of the College each year. Qualified internal auditors from external resources have been appointed along with a team of finance staff and they are responsible for a thorough check and verification of all vouchers and bills of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate scale each financial year. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no mismanagement or objections. The reports and outcomes are thoroughly assessed by the College management and the Colleges IQAC, whereby the shortcomings, if found, are addressed in a systematic and transparent manner. Minor errors, if and when pointed out by the audit team, are immediately corrected and rectified and precautionary steps are taken to avoid recurrence of such errors in the future. The College regularly follows Internal and external financial audit systems to ensure minimal or error free auditing. These audits have helped in improving the academic and administrative processes of the College with regard to teachers' appraisal, student activities, departmental funds, the addition of equipments, books and journals, infrastructure among other areas of expenditure and income.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

46922332

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC AAA - Directorate of Higher Education, Nagaland	Yes	Principal
Administrative	Yes	NAAC AAA - Directorate of Higher Education, Nagaland	Yes	Director

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

(1) Feedback for curriculum development - initiated at the Parent-Teacher Meet conducted annually. (2) General Meeting and Interaction conducted with Parents on 28 September 2019 and 7 September 2018. (3) Participation and attendance with wards for Graduation Day held on 15 June 2019.

6.5.3 – Development programmes for support staff (at least three)

(1) Implementation of Research Committee (2) Faculty Colloquium Programmes (3) Implementation of Career Advancement Scheme (CAS) for teaching faculty

6.5.4 – Post Accreditation initiative(s) (mention at least three)

(1) Implementation and functioning of Research Committee where 3 Committee meetings and 4 event activities have been organised so far since March 2019. (2) Infrastructural upgradation of the New Academic Block with the addition of 9 classrooms, new common staff room, staff pantry, Principals Office, Vice-Principals Office, Media Room and a Medical-Sick Room. (3) Upgradation of transport services with the addition of 3 new buses to accommodate 40 per bus. (4) The College has adopted a new Human Resource management software: Kredily (<https://kredily.com/>), where the College maintains employee details, payroll and biometric attendance. (5) Addition of new programmes - MA English, MA Political Science, BVoc programme, BA Psychology, IIHT certification programmes. (6) First ever Tetso Graduation Programme held on 15 June 2019. (7) Campus doctor consultation hours and the designation of a sick room. (8) Implementation of Gibbon software platform for students attendance tracking and learning management system.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Lecture series on Leadership, Organizational	15/10/2019	15/10/2019	17/12/2019	80

Management,
Online
Learning
Platforms
and Studying
Abroad for
Students

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Sexual Harassment at the Workplace	19/03/2019	19/03/2019	10	40
Panel Discussion and Poetry Slam Competition	02/12/2019	02/12/2019	120	47
Ebook - Genos: Reimagining Gender Roles and Women's Spaces in the North-East India	16/11/2019	16/11/2019	180	90

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Power requirement: 108.64 KWH Renewable energy sources: 1.98 KWH

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	15
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	0	16/08/2019	1	International	Celebrating youth	470

					Youth Day celebrations		
2019	0	1	05/06/2019	1	NSS Tetso College Unit - World Environment Day	Environment	43
2018	1	0	10/10/2018	1	World Mental Health Day - Young Indians (YI) Tetso College Unit	Awareness on mental health	90
2018	0	1	02/10/2018	15	Swacchta Samaroh - NCC Tetso College Unit	Cleanliness and hygiene	54
2018	0	1	06/11/2018	3	Swasth Bharat Yatra (Cycling Rally) NCC Tetso College Unit	Inter-state collaboration on sporting and health	4
2019	0	1	21/02/2019	5	NSS Tetso College Unit Special Camp	Training and self sustainable life	47
2019	0	1	13/08/2019	1	Cleanliness Drive - NSS Tetso College Unit	Cleanliness in the environment	20
2019	0	1	09/08/2019	1	Swacchta Pakhwada - Cleanliness Drive - NSS Tetso College Unit	Cleanliness in the environment	15
2019	0	1	07/08/2019	1	Door to Door Awareness Campaign	Hygienic practices in the locality	20

					- NSS Tetso College Unit		
2019	1	0	26/06/2019	1	Observerance of International Day Against Drug Abuse	Awareness on drug abuse	203
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Tetso College Substitution Policy	31/07/2019	In order to streamline the teaching and routine workflow as well as to relieve the overburdening of substitution classes, the following substitution policy has been resolved in consultation with the HoDs of the respective departments.
Tetso College Guidelines for Official Trips	23/10/2019	This is the existing policy on official study tours, excursions, class outings, or any offsite activities related to curriculum or extra-curricular.
Standard Operating Procedure (SOP) for DOT Column and DOT Talks	10/10/2019	Standard guidelines for writing DOT columns and Dottalk sessions.
Employee Handbook	26/09/2019	The Employee Handbook is designed for the employees of Tetso College. The handbook highlights the college policies, guidelines, practices and benefits for employees. The purpose is to acquaint new staff and faculty with the college policies and procedures in order to establish an efficient and productive work force. While student development will be the foremost concern of the College, we work to ensure that the needs of

		our employees are never neglected. Similarly, we hope that our employees will feel the need to be responsible and accountable employees of the College.
Research Committee Objectives and Guidelines	14/10/2019	The core objective of the research committee is to pursue, explore and understand the basic evolution, condition and advancement of human society in relation to economy, environment, state, culture, history, polity, sciences, education, institutions etc at the local, national and global level. The Committee aspires to cultivate a culture of research in the institute by facilitating and conducting seminars, workshops and capacity building on various research methodologies. In addition, to collaborate with civil societies, government agencies, industries for development and dissemination of knowledge to the society at large.
Undergraduate Project Work Guidelines	07/11/2019	As part of the Nagaland University Undergraduate Level curriculum during the VI Semester, in place of optional Papers, Departments may opt or assign students to take up project work relating to local, regional, national, international issues and topics for the successful completion of the degree course. The students preparing the project work adheres to these guidelines.
Career Advancement Scheme (CAS) Tetso College	05/10/2019	The UGC 7th Regulation has incorporated a provision for Placement/Promotions of

		6th Regulation with relaxed conditions with respect to PBAS (Performance Based Assessment System) API (Academic Performance Indicator) scoring under different categories. Tetso College has adopted this promotion scheme to advance teachers career.
Department Guidelines for usage of Department Funds	28/06/2019	Guidelines for disbursement of department allocated semester funds.
Nagaland University Question Paper Setter and Moderation Undertaking	13/11/2019	This is an undertaking to be filled and signed by the question paper setter and moderator assigned by Nagaland University for the University end semester and compartmental examinations.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Education Day - Elocution Competition	11/11/2019	11/11/2019	161
Career Guidance and Vocational Training Program	07/09/2019	07/09/2019	97
Visit to Tribal Old Age Home Day Care Centre	29/09/2018	29/09/2018	27
Round Table Conference on Religious Intolerance and Extremism in India	28/06/2019	28/06/2019	247
Essay Writing Competition on The Relevance of Dr. Babasaheb Ambedkar - Today and Tomorrow	08/07/2019	08/07/2019	5
World Mental Health Day	10/10/2018	10/10/2018	90
International Youth Day	16/08/2019	16/08/2019	470
World Environment Day	05/06/2019	05/06/2019	43

International Day against Drug Abuse	26/06/2019	26/06/2019	203
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(1) Use of public transport by staff and students. (2) Use of carpooling and college bus service by staff and students provided by the College. (3) Plastic-free campus (4) Paperless office (5) Tree plantations and green landscaping for plants.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) One of the best practices instituted by the College is the mandate of financial aid to the deserving students of the College. Students with low economic background have the opportunity to apply for this scheme. Parents who are unable to financially support their ward are provided special financial assistance on a case by case basis. The objectives of this scheme are: (1) To extend financial aid to the poor students in order to prevent dropping out or discontinuation of studies, especially from the rural or remote regions of Nagaland. (2) To provide financial support to all the deserving students without any discrimination based on economic and income factors. (3). To promote equal opportunities for students to prosper and grow. (4). To inculcate the values of generosity and a sense of social responsibility. The expected endeavour of the College is to enable and help economically challenged students pursue and complete their degree courses. (2). The second best practices is the implementation of Continuous and Comprehensive Evaluation (CCE) for internal assessments. The division of internal marks assessed throughout the semester encompasses diverse areas for evaluation. At the institutional level, the students assessments are based on formative categories which are customised by the College to suit their needs as well as the summative assessment as prescribed by the University. The formative assessments includes classroom based tasks such as seminars, paper presentation, group discussion, debates, MCQ tests, assignments, projects, role playing activities, drama enactments, open book tests as part of the Internal Assessments. The Summative assessment prescribed by the University (which is the 70 marks external exam, including both MCQ type of questions and Descriptive type of questions) is the standard or benchmark for students to clear examinations. The College makes every effort to effectively implement the evaluation reforms prescribed by the university in the curriculum of the students. If there are any reforms in the university evaluation patterns, these are also regularly intimated to faculty and students. The Heads of Department/Supervisors undertake effective and close monitoring and ensure timely implementation of the new reforms (whenever required) in the procedure of evaluation. In addition, at the College level, weekly department meetings are held with the teaching faculty for discussion of teaching methodology, techniques and academic performance of students, as well as activities and programmes of the department. Based on Nagaland University reforms, the College has adopted: 1) The shift from Annual system to Semester System. 2) University examination evaluation system - 70 marks external assessment and 30 marks internal assessment. 3) Internal evaluations of the University external exam answer scripts except for the 4th and 6th semester undergraduate final examinations, which is sent for external evaluations. Keeping at par with the University reforms, and for a continuous internal evaluation the College has adopted the following evaluation methods for internal assessment i.e., for 30 marks. The internal assessment is divided into 4 components: 1) Class test - 10 marks, 2) Assignment - 10 marks 3) Subject enrichment activity (viva voce, presentations, project works presentations,

group presentations, group projects, group assignments, debates) - 5 marks, 4) Attendance marks. A minimum of 3 class tests are to be mandatorily conducted by the subject teachers, out of which an aggregate is taken or the highest marks scored in any of the class tests which is left to the discretion of the subject teacher. Lesson Plans: The teaching faculty also maintain a lesson plan in order to track the progress of their syllabus and pace their internal assessments. On-going remedial classes? ?additional academic tasks? are offered to students with low attendance and marginal internal marks (secured in the 1st assessment conducted after 4 weeks of classes). Remedial English classes and extra tutorial classes are conducted during holidays or off-hours to assist slow/weak learners. Parent-Teacher meetings are held along with the students after the internal examinations to review the students' overall academic performance. Tutorial classes and counselling are also provided to the advanced learners in order to encourage consistency of performance. College hostellers are provided additional support by the on-campus teachers and by maintaining regulated study hours.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://tetsocollege.org/academics/post-graduate-programme/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Mission of Tetso College is to empower people towards lifelong excellence and the College Vision is to create a positive impact in the world. It has been the aim of the College to ensure that the staff and students are continuously upgrading their skills and learning in order to realise its Mission and Vision. Since the last NAAC accreditation, the percentage of existing staff who have upgraded their degree or are pursuing part time degrees have seen a steep improvement. The College's students have also progressed into higher studies or to lead student unions of the state, university and their own local bodies. The College believes in providing opportunities and public platforms to the students to empower them to upgrade their skills and also hone their critical thinking skills. For this: 1. DOT Talks series was launched in August 2016, a programme for students to interact and engage with professionals from different industries - artists, doctors, lawyers, administrative officers, or publishers. Some of our guests so far include Deloitte's Manager, academicians, sports coaches, senior officers from the Indian Army, student leaders. 2. Skill Development: The College has started Computer Certificate course in collaboration with National Institute of Electronics and Information Technology (NIELIT) and Indian Institute of Hardware Technology (IIHT). Other courses provide skill development training courses on hospitality in collaboration with Niathu Resorts. The College also offers communication skill and English Language Proficiency courses. The college also provides mandatory Soft Skills class for confidence building, team work, civic sense awareness, interview skills and more. 3. Google Classroom: It is a virtual classroom so that students and teachers can communicate even after class hours. One of the main advantages of Google Classroom online collaboration between students and teachers with sharing options unlimited to learners. Additionally, online tests and assignments can be created by the teacher for submissions online on the platform itself or through email. Furthermore, the various applications on G Suite for Education are easily organised and accessible through the Google Drive folders. 4. A Digital Citizenship training is provided to every student create an awareness for the safe use of the Internet. The college also empowers students to create content through a student managed Instagram and Facebook accounts. 5. Emphasis on Practical learning and engagement: The college

organises regular industrial visits. Some include visit to tea estates, bottling plants, cement plants, as well as bamboo development plants. Additionally, annual educational tours are conducted to visit heritage sites, including organising seminars and workshops. The departments make special effort to integrate a vibrant curriculum by organising programs that will generate interest through activities like essay, elocution, discussions, quiz, debates and presentations. 6. Self help resources: Learning tools as well as the previous years question banks are made available through the Library Department, in addition eBooks and e-journals are available to every student and teacher. 7. Writing and Publishing: The Degree of Thought column is a weekly local newspaper feature where both students and teachers participate on current topics and relevance.

Provide the weblink of the institution

<https://tetsocollege.org/>

8.Future Plans of Actions for Next Academic Year

1. Tetso College aims to improve its NAAC assessment and evaluation grading in the next cycle, keeping in purview the feedback received from NAAC in the last assessment as well as the feedback from students, teachers, parents and other vital stakeholders. 2. Tetso College aims to enhance research publications, collaborations with external agencies and improve the general spirit of research among the members of its teaching faculty and students, including teacher student collaborative works in the form of publications, seminars, reports or essays through relevant channels and platform. 3. Tetso College aims to increase student enrolment by introducing new courses at the undergraduate and postgraduate levels in addition to ensuring that the admission process is made as seamless as possible both online as well offline, ensuring counselling, efficient documentation and payment verification. 4. Tetso College aims to ensure that quality education is maintained by supporting students learning, providing additional support for examination preparations as well as tutorial sessions for students with weak grades, revisions and subject enrichment activities, providing relevant and updated reading materials as well as guiding and counselling students to higher education. This support will also ensure rankings, distinctions and toppers at the university examinations of Nagaland University as well as student progression to higher education and professional studies. 5. Tetso College IQAC plans to collaborate with funding agencies, including NAAC to support for organising a national seminar on the area of quality enhancements and learning management systems. Additionally, to organise these talks, seminars, webinars, panel discussions, training and workshops that will ensure skill development of both students and teachers - skills that will support online learning as well as quality retention of knowledge. 6. Tetso College IQAC aims to support the improvement of quality teaching and learning for teachers and students through organising teaching and research methodology seminars as part of the faculty development programme. This will be done through the organising of faculty seminars, talks and training or workshops with quality collaborations that will be both in house and external. All these stated plans are in the process of realisation and along with these academic improvements, the College also seeks to bring improvements in infrastructure. This includes the upgradation of the present amphitheatre arena, the indoor stadium, the proposed football ground, restoration works for the basketball courts, construction works of the new academic block which will ensure new classrooms and faculty offices following the recommendations of Nagaland University guidelines, as well as upgrading the present power transformer for stable power connectivity. 7. Tetso College IQAC will seek to improve and upgrade the existing online learning systems by implementing blended learning wherever possible. This will be through a robust use of existing learning platforms and learning management systems adopted by the College while ensuring that teachers as well as student requirements and issues

are addressed. These are the aims and objectives which the College plans to foresee in the new academic year while ensuring that all feedback mechanisms are made transparent and open for all.