



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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	797115
<b>2. Institutional Status</b>	

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	admin@tetsocollege.org

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://tetsocollege.org/services/igac/">https://tetsocollege.org/services/igac/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://tetsocollege.org/downloads/academic-calendar/">https://tetsocollege.org/downloads/academic-calendar/</a>

### 5. Accreditation Details

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

<b>6. Date of Establishment of IQAC</b>	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
Winter Internship for Undergraduate students	02-Jan-2020 5	299

Collection of Feedback from stakeholders	16-Mar-2020 1	1500
Participation in Web seminar: NAAC Assessment and Accreditation Process (Nagaland HEIs)	11-Aug-2020 1	1
Timely submission of AQAR	15-Jun-2020 1	1
Academic Audit	27-Oct-2020 1	7
Mentorship Program for PG Students	03-Sep-2020 1	16
Five Day Online Faculty Development Programme (FDP)	13-Jul-2020 5	189
Participation in NIRF	29-Jun-2020 1	1
Alumni Meet	18-Jan-2020 1	28
Private College Association Nagaland (PCAN) Inter- College Sports and Literary Meet	28-Jan-2020 2	1500
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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
Institutional	Grant in Aid	Department of Higher Education Government of Nagaland	2020 1	200000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<p>1) Implementation of Student Mentors Programme with the objectives of empowering students and building a stronger student community. The Student Mentorship team also aims to aid the online admission procedure 2020. Through this, the College endeavours to create a vibrant student support system to allow freshers a smoother transition from school to college life. In addition, the Student Mentors have served as the Covid19 Student Help Group. This is done by reporting or identifying student groups or clusters who require professional mentoring and counselling in cases of mental stress or depression during the Covid19 lockdown period and crises. The College administrative heads led by the Vice Principal had regular mentoring sessions that were set up through telephone, email, digital and social media platforms. 2) Online Learning for Staff was initiated on 8 April 2020: This was a joint initiative and training to combat the academic upends due to COVID19. The staff were trained on virtual learning but at the same time encouraged to utilize time productively by engaging in online learning. These are the several ICT initiatives of the MHRD, UGC and its Inter University Centres (IUCs), which are Information and Library Network (INFLIBNET) and Consortium for Educational Communication (CEC), in the form of digital platforms. The staff were recommended a list of government notified ICT initiatives to broaden their horizon of learning. 3) Mental Health and Well Being Counsellors on Call (Department of Psychology, Tetso College): During the ongoing pandemic, mental health support was initiated by the department of Psychology for both students and staff who may require counselling care. The counsellors attended to issues related to education, career, anxiety, stress and depression or any other personal or mental health issues. 4) Tetso College also requisitioned the Tetso Pelo Boys Home at the Unity Village campus as a quarantine centre from 22nd May 2020 onwards. This is in line with College's vision to create a positive impact in the world and contribute towards this vision where possible. All adequate measures and safety precautions were followed with directives from the administration and medical workers. This quarantine centre was initiated in collaboration with the government of Nagaland for the Nagaland returnees, and migrant workers. 5) Five Day Online Faculty Development Programme (FDP) on Rethinking Critical Theory and Praxis in the Humanities and Social Sciences was conducted from 13 17 July 2020. Prof. Pardeshi Lal, the Vice Chancellor of Nagaland University was the special guest during the inaugural session. The first day witnessed a total of 187 participants, 115 participants from across the country and 72 from Nagaland. The goal of the programme was to be at par with standards and guidelines of the university governing authorities at the same time ensuring the quality of collaboration and imparting knowledge.</p>	
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<b>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</b>	
Plan of Action	Achievements/Outcomes

<p>Improvement in NAAC assessment and evaluation with respect to the feedback received in the previous cycle.</p>	<p>Tetso College has achieved its aims to improve its NAAC assessment and evaluation grading by satisfactorily meeting the goals for all the departments. These are goals that are linked to the seven criteria under the accreditation and assessment framework of NAAC. First, a well planned curriculum delivery was ensured with the appropriate modes of documentation. This includes meeting the academic timeline while also providing the best possible support, even during the pandemic. In addition, feedback received from students and staff were incorporated to policy changes in the College academic and administrative procedures. For example, provision of recorded lecture and relevant study material for asynchronous learners. While in administrative, reduction of College and semester fees was introduced in lieu of the pandemic situation.</p>
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<p>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.</p>	<p>Despite the pandemic, Tetso College has been to achieve this goal with very good results. The College conducted several collaborative talks and seminars with international speakers as well under the flagship of the Colleges DOTTalks platform. In addition, publications were carried out with the launch of the Tetso Interdisciplinary Journal (Volume 8) and Resonance: A Tetso College Anthology of Art and Literature (ISBN 9788192945651). The Tetso Interdisciplinary Journal (ISSN 2319 2925) is an annual research publication of Tetso College, and Volume 8 of this publication deals with research papers on the theme of Popular Culture. Resonance is a publication by the Department of English, and is a collection of poetry, short stories, paintings, and photographs on the theme of nostalgia, in commemoration of the 25th Anniversary of the College. The College was also able to secure a research project from National Commission for Women on 21 December 2020 for the Research Study on "Challenges under Cyberspace : The Exploratory Study of the Ramifications of Cyber Crime for Women in Nagaland". In addition, the total number of professional courses and professional development programmes is 77 the total number of publications by the faculty</p>
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<p>To increase student enrolment by introducing new courses 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.</p>	<p>members for the year 2020 is 34.</p> <p>In the pandemic year, Tetso College was able to introduce new undergraduate course, BA in Psychology, with an enrollment strength of 33 honours students in the first batch. This programme was introduced online initially due to the government mandate to undertake online classes only for the semester. Despite this new mode of learning, students and teachers were able to conduct their classes and evaluation without much difficulty. The academic year also saw an increase in the enrollment strength in the courses with a total of 784 new admissions in the first semester of both undergraduate and postgraduate courses. This goal has been achieved due to the support provided for new admission students; this support has been in the form of student mentors, consellers, providing support through an online helpdesk, timely response to admission forms submitted online, and ensuring the applicant receives the information through WhatsApp and phone calls in some cases. Each department had designated troubleshooting roles during the entire admission process for the students.</p>
<p>Tetso College IQAC plans to collaborate with external agencies for support in organising seminars on quality enhancements. 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.</p>	<p>During the pandemic year, Tetso College was able to conduct a number of webinars, students webinars and also collaborative programmes including a five day Faculty Development Programme (FDP). This FDP was on the topic 'Rethinking Critical Theory and Praxis in the Humanities and Social Sciences' organized by the Internal Quality Assurance Cell (IQAC), Tetso College, from 13 to 17 July, 2020. Prof. Pardeshi Lal, the ViceChancellor of Nagaland University was the special guest during the inaugural session. The FDP witnessed a total of 187 participants, 115 participants from across the country and 72 from Nagaland. Also, the approximate number of lectures and webinars organised by The DOT Talks media team of Tetso College is 55.</p>
<p>Ensuring quality education is maintained by providing additional support for students learning as well as guiding and counselling students to higher education. To improve and upgrade the existing online learning</p>	<p>This goal has been achieved and continues to make improvements through a robust use of the College's existing learning platforms and learning management systems. In addition, the College has been able to maintain a</p>

systems by implementing blended learning wherever possible.

large repository of digital learning content made available for asynchronous learners. The improvement to the system has also been prompted by the dire situation triggered by the pandemic in the year 2020, and the College has distinctly managed to adapt to the quickly changing learning environment. Thus, the blended learning was implemented wherever possible. The College's strategy was to implement online classes through Google Meet and Google Classroom, since the College uses an integrated network of all Google tools using the licenced version of Google for Education. Along with online classes, the repository of recorded session of the online classes were made available for students to access, especially for students who had lagged network facilities. Besides, study materials and innovative evaluation methods were introduced during the academic sessions - these includes online tests in the form of open book tests, contextual reasoning question patterns as well as flipped classroom models for online classes. UG Classes completed their semester online and now have need-based remedial classes if required. The College also strengthened its digital competency by partnering with Coursera for a diverse range of certificate courses offered free of cost for students and staff. This allowed students to have access to learning beyond the classroom to equip them with skills for the new learning environment that the world is inadvertently met with. Besides, the College introduced a laptop rental system through the library and an external agency with all necessary apps pre-installed for Tetso students who don't have laptops but require one to complete assignments.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Core Committee	04-Jun-2021

<p><b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b></p>	<p>No</p>
<p><b>16. Whether institutional data submitted to AISHE:</b></p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2020</p>
<p>Date of Submission</p>	<p>26-Feb-2020</p>
<p><b>17. Does the Institution have Management Information System ?</b></p>	<p>Yes</p>
<p>If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)</p>	<p>Yes, Tetso College maintains a separate Management Information System (MIS) for Human Resources related data, Academic related data, Student attendance, and lesson plan data. All teachers and employee details, including leaves, payslips, web clock in (for work from home cases) are maintained on the Kredily app platform. Whereas, 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. Video recordings of live and online classes are done during the lectures and the recordings are made available on the College Shared Drive so that students can have access to the files at their pace. Google Calendar and Google Meet are used for conducting online and virtual classes and each student and College staff logs in via video conferencing using their College IDs. The Tetso Morung platform and app, the Colleges own software app, are used for tracking student attendance and for maintaining lesson plans by the teachers. Attendance is tracked on a monthly basis and these attendance percentages are accessible by the students themselves. Additionally, monthly 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 monthly report of classes taken and substituted is verified by the Head of the</p>

Departments for the Deans report. This system of accountability, accounting, and follow ups hopes to ensure greater transparency in academic related activities of the College.

## 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 set curriculum designated by the University. The faculty members of the college are regularly assigned to prepare 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 a systematic delivery, planning and implementation of the curriculum and syllabus. Additionally, regular meetings and academic reviews are held followed by feedback sessions to be given to the students. These meetings include semester result meetings, departmental reviews, IQAC quarterly meetings, parent teacher meetings, and student survey feedback reviews. The annual academic calendar is also planned and circulated through the Vice Principal and Dean's office and both students and teachers also have access to the calendar online through the Intranet and the College website. The department teachers in consultation with the HoDs prepare 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 as well as the classroom lectures.

In addition, in order to empower teachers and enable career growth, the teachers also participate in HRDC 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 and 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 sessions and personal interaction mechanisms are adopted to facilitate a robust and open learning experience. Each department organises guest faculty series and webinars and seminars with specialists in various fields of academia and industry. Additionally, Internet facilities and connectivities on campus are made available to students and staff to enable them to access eresources 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 facilitated by the IQAC seeks feedback from the students on components such as syllabus improvements, curriculum possibilities and quality monitoring. 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 soft copies or ecopies are made available. Soft copies of required readings from the University syllabus are also maintained by each department as learning resources on the shared drive accessible by all registered learners. Overall,

the mechanism of syllabus and curriculum delivery in the College aims for holistic development of the learner.

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
Academic English: Writing (Coursera)	NA	28/04/2020	1	Yes	Yes
Dynamic Public Speaking (Coursera)	NA	28/04/2020	1	Yes	Yes
Presentations: Speaking so that People Listen (Coursera)	NA	28/04/2020	1	Yes	Yes
Career Planning: A Pathway to Employment (Coursera)	NA	27/06/2020	1	Yes	Yes
Words Spun out of Images: Visual and Literary Culture in Nineteenth-Century Japan (Coursera)	NA	25/08/2020	1	NA	Yes
The Modern and the Postmodern (Part 1) (Coursera)	NA	25/08/2020	1	NA	Yes
Global Diplomacy-Diplomacy in the Modern World (Coursera)	NA	25/08/2020	1	NA	Yes
Introduction to Contemporary Geopolitics (Coursera)	NA	25/08/2020	1	NA	Yes
Improve Your English	NA	25/08/2020	1	Yes	Yes

Communication Skills (Coursera)	Dynamic Public Speaking (Coursera)	NA	25/08/2020	1	Yes	Yes
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## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Psychology	24/02/2020
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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
MA	Political Science	02/08/2019
BBA	Marketing Management, Finance Management, Human Resource Management	01/08/2019

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

	Certificate	Diploma Course
Number of Students	517	Nil

## 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
Principles of Management	04/08/2020	59
Organisational Behaviour	04/08/2020	32
Fundamental of Computer Application in Business	04/08/2020	49
Management Organisational Behaviour	04/08/2020	49
Entrepreneurship Development	04/08/2020	34
Human Resource Development	04/08/2020	34
Agricultural Economics	04/08/2020	16
Business Economics	04/08/2020	49
Statistics in Education	04/08/2020	28
Basic English Usage Language Skills	04/08/2020	648
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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
BCom	General and Honours	2
BBA	General and Honours	6
BA	General and Honours	170
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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
<p>At Tetso College, all feedback is received from stakeholders, periodically but also through surveys which are facilitated at the end of each semester. The students, teachers, parents, staff, alumni provide this feedback whenever initiated in order to ensure an upgrade and as well relevant improvement in academic and administrative processes. The College ensures to gather feedback from these stakeholders during the following schedule in an academic year: 1. At the end of the semester, a feedback survey is submitted by all students. This feedback survey encompasses questions that assess the areas of learning and teaching experience in their classrooms and beyond, in the extracurricular activities. The questions in the survey range from subject proficiency, classroom management, and evaluation to teaching methodology on the part of the teacher as well as relevant feedback on improvements of the existing processes. 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 becomes a mandatory exercise for all students who are eligible to write their University examinations. Feedback is also received from teachers and a College 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. However, for the year 2020, due to the pandemic, the Parent Teacher Students Conference was conducted virtually on 1 May 2020. The College values the feedback received from the parents and encourages recommendations with transparency in order to include relevant feedback while making upgrades, updates, and improvements in the College academic and administrative areas. Such feedback mechanisms enable 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 are 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 have 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-</p>

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 the 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
BBA	Honours	150	124	118
BA	Sociology	150	147	138
BA	Psychology	60	38	33
BA	Political Science	420	400	369
BA	History	150	112	101
BA	English	300	259	237
BA	Education	150	95	93
BA	Economics	150	81	77
MA	Political Science	50	19	13
MA	English	60	22	16

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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
2019	1422	80	35	7	5

### 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	Numberof smart classrooms	E-resources and techniques used
42	42	14	8	6	5
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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At Tetso College, the mentoring programme is implemented both at the academic as well as administrative sections. At the academic level, the mentoring programme 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 timetable is set for the mentoring sessions, 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 advice on relevant universities and courses to apply to after the graduation. Additionally, teachers provide support to students with poor academic performances, highlighting 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 (i.e. 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 students admission process online and the orientation programmes these student mentors were designated as Student Ambassadors during this time. In addition, these student mentors are also designated as student counsellors for the online admissions. This is also to help the student mentors develop their public-relations skills, and skills relating to delivering 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 student's academic life and the College ensures this symbiotic relationship through these various ways. This system of mentoring can also be upgraded as per requirements or feedback received from the stakeholders.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1422	35	1 : 41

## 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
35	35	Nil	5	14

### 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
2020	Dr. Aniruddha Babar	Assistant Professor	InSc Award
2020	Dr. Debabrata Sutradhar	Assistant Professor	Research Project National Commission for Women

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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
MA	MA	II	21/09/2020	07/10/2020
BCom	BCom	VI	30/09/2020	23/10/2020
BBA	BBA	VI	03/10/2020	23/10/2020
BA	BA	VI	06/10/2020	23/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

At Tetso College, the students assessments are based on formative categories and these categories are reviewed each semester in order to adhere to the summative assessment as prescribed by the affiliating University. These formative assessments include classroom-based tasks such as seminars, paper presentations, group discussions, 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. In lieu of these parameters, 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 the following framework adhering to a continuous and comprehensive evaluation system: 1) University examination evaluation system - 70 marks external assessment and 30 marks internal assessment. 2) Internal evaluations of the University answer scripts except for the 4th and 6th semester undergraduate final examinations, which are 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 tests - 15 marks, 2) Assignments - 15 marks. Apart from these evaluations, various subject enrichment activities (viva voce, presentations, project works presentations, group presentations, group projects, group assignments, debates) are also conducted. A minimum of 2 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. In addition, each semester teachers prepare lesson plans. The teaching faculty maintain the lesson plans in order to track the progress of their syllabus and pace their internal assessments accordingly. Towards the close of each semester, remedial/tutorial classes are offered for students on a sign-up basis. After the end-semester results are declared, each department assesses and analyses the results in order to review the students' overall academic performances.

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

Various strategies and mechanisms adopted by Tetso College in order to ensure that the learning environment is student-centric with relevant room for improvement and feedback whenever required. In order to cater to the learning

requirements of the students, the College has adopted an effective plan for teaching, learning and evaluation processes. (1) The first step is the academic calendar, which is prepared by a committee composed of the Principal, Vice-Principal, Deans, HODs along with the IQAC. The academic calendar has details of examination dates, College activities, departmental activities and various other events and holidays based on the broad guidelines notified by the affiliating University. The academic calendar is notified 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 centralized class-wise timetable is prepared at the start of every academic session and distributed in advance to all the departments and made accessible for download on the College Intranet. (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 include the following aspects - date and unit-wise structure of sessions and the scheduling of the class assessments. Following this lesson plan, teachers have an opportunity to provide learning resources to the students, as well as the 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, that is the lectures schedule and class assessments dates, are prepared well in advance as well as notified on the student and staff Intranet, and the College website. The College's internal evaluation criteria are - Class Tests (15 Marks), and Assignments/presentations (15 Marks) for the undergraduate course. For the postgraduate course, the evaluation criteria are - Assignment/presentations (10 marks), Tests/Seminars paper - (10 marks), Internal written test - (10 marks). Besides these evaluations, an additional research paper in collaboration with the faculty is conducted in their second semester. Apart from these, Orientation Programmes and Digital Citizenship Trainings are offered before the commencement of the academic sessions for both students and staff. 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 through a sign-up process. The schedule for the tutorial classes are therefore prepared for these students accordingly. 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	General	60	60	100
BA	BA	Economics	16	16	100

BA	BA	Education	30	30	100
BA	BA	English	48	48	100
BA	BA	History	41	41	100
BA	BA	Political Science	53	53	100
BA	BA	Sociology	19	19	100
Bcom	BCom	General	2	2	100
Bcom	BCom	Accounting and Finance	16	16	100
Bcom	BCom	Management	3	3	100
<a href="#">View File</a>					

## 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://tetsocollege.org/services/igac/>

## 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
Interdisciplinary Projects	1	National Commission for Women, New Delhi	9.94	4.97
<a href="#">View File</a>				

### 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
Entrepreneur Talk Session with Ididaule Ngia	Commerce	03/03/2020
Dot Talks Webinar Series on Work from Home Culture in India: A Bird's Eye View by Dr. Joyjit Sanyal Assistant Professor, Department of Commerce Assam University, Diphu Campus	Commerce and Management	03/06/2020
DOT Talks Webinar Series on Insights into a High Employability Course: BBA by Asani and Payal Dutta, Department of Commerce and Business Administration	Commerce and Management	19/06/2020

DOT Talks Webinar Series on The Impact of COVID-19 Pandemic on the Travel and Tourism Industry by Prasenjit Bhadra Assistant Professor, Department of Commerce and Business Administration	Commerce and Management	23/06/2020
DOT Talks Webinar Series on Shared Experiences: Work and Life Beyond Nagaland by Sungjemrenla Longkumer, Innovation Leader at DHL, Singapore. and Aboli Chishi, Head of Sales Team for the Beauty Sector, Qoo10	Placement Cell	04/10/2020
DOT Talks Students Webinar on Chasing Change: Small Business Starters organized by YI Club	Young Indians (YI) Club	24/10/2020
DOT Talks Webinar Series on The Impact of COVID-19 Pandemic on the Travel and Tourism Industry by Prasenjit Bhadra Assistant Professor, Department of Commerce and Business Administration	Commerce and Management	23/06/2020
DOT Talks Webinar Series on An Awareness campaign on Financial Markets by Pratyush Bhaskar is a Multilingual Business Broadcast Journalist, Financial Trainer and Media Consultant	Commerce and Management	14/09/2020

### 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
Research Excellence Award	Dr. Aniruddha Babar	Institute of Scholars	22/01/2020	Publication
<a href="#">View File</a>				

### 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
NA	Ningtoulung Gangmei	Self	Ning's Home Print	Printing and Stationery	01/03/2020

NA	Keshab Raj Panthi	Self	Delivery Logistic Service	Home Delivery	08/04/2020
NA	Oupangkokba T Chang	Self	The Fashion Store	Instagram online store	14/07/2020
NA	Kevekulo Venuh	Self	NA	Small scale slipper manufacturer	16/08/2020
NA	Kethongulie Alex	Self	NA	Sell boot on demand	05/10/2020
NA	Albert Sangtam	Self	Clefnote Music Academy	Music School	14/04/2020

[View File](#)

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	2	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
English	1
History	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	Nill	0
International	NIL	Nill	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
English	12
Political Science	7
Commerce	1

[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 mentioned in the publication	Number of citations excluding self citation
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No Data Entered/Not Applicable !!!

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### 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
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No Data Entered/Not Applicable !!!

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

Number of Faculty	International	National	State	Local
Resource persons	Nil	3	Nil	Nil
Presented papers	1	2	Nil	Nil

[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
Combined Annual Training Camp	NCC	2	21
World Environment Day	NSS	1	20
Road Safety Awareness Programmes	NSS	3	56
NSS Special Camp	NSS	2	22
North-East NSS Festival	NSS	2	10

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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
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No Data Entered/Not Applicable !!!

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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
Talk	Sociology	Interactive	2	42

	Department	Session on Gender Discourse		
Conference	Political Science Department	2nd Round Table Conference	3	79
Seminar	Sociology Department	Intra Departmental Seminar	2	73
Webinar	Psychology Department	World Suicide Prevention Day	2	45
Webinar	Tetso College Women Cell	Poster Display and Signature Campaign	2	120
Lecture	SCMI Tetso College	One day workshop on Depression Anxiety in Youth	3	231
NSS	NSS	NSS Special Camp	2	22
NSS	NSS	North-East NSS Festival	2	10
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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
Lecture	231	Self	1
Panel Discussion	40	Self	1
Oratory Competition	45	Self	1
Webinar	180	Self	1
Virtual Exhibition	68	Self	1
Faculty Development Programme	180	Self	5
Research Project	4	National Commission for Women, New Delhi	365
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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	Duration From	Duration To	Participant

		/research lab with contact details			
Publication	Tetso Interdisciplinary Journal Vol 8	Heritage Publishing House	07/03/2020	16/11/2020	4
Internship	Winter Internship for Undergraduate students	Max Fashion	02/01/2020	06/01/2020	1
Internship	Winter Internship for Undergraduate students	Big Bazaar	02/01/2020	06/01/2020	19
Internship	Winter Internship for Undergraduate students	Nagaland Baptist Churches Council	02/01/2020	06/01/2020	4
Internship	Winter Internship for Undergraduate students	ICAR Research Complex	02/01/2020	06/01/2020	1
Internship	Winter Internship	Jio Enterprise	02/01/2020	08/01/2020	2
Internship	Winter Internship	Nagaland Post	02/01/2020	06/01/2020	1
Internship	Winter Internship	Vie Common Service Center (CSC)	02/01/2020	06/01/2020	2
Internship	Winter Internship	Nagaland University	02/01/2020	06/01/2020	1
Internship	Winter Internship	Nagaland University SASRD Library	02/01/2020	06/01/2020	1
<a href="#">View File</a>					

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
Tourism and Hospitality Skill Council	27/02/2020	Trainings for skill related courses under the BVoc programme	Nil
Savantis	27/07/2020	Placement for	23

Solutions India Private Limited		students for the program trainee	
Rajagiri Education Institute	16/03/2020	Counseling on career choices for students opting for further studies	91
Next Education	12/03/2020	Counseling on career choices for students opting for further studies	34
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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
200	196

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Campus Area	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
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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 patially)	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	9897	9897	672	672	10569	10569
Reference	600	600	123	123	723	723

Books						
Journals	21	21	Nill	Nill	21	21
e-Journals	2500	2500	Nill	Nill	2500	2500
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	101	101	30	30	131	131
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	40	40	Nill	Nill	40	40
Others(s pecify)	2	2	Nill	Nill	2	2
<a href="#">View File</a>						

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
Dr. Debabrata Sutradhar	ECO 101 301	Institutional LMS	05/08/2020
Daoharu Basumatary	ECO 102 502	Institutional LMS	05/08/2020
Lily Chishi Swu	ECO 302 503A	Institutional LMS	05/08/2020
Somungla Khamrang	EDN 101 502	Institutional LMS	05/08/2020
Munuvolu Lohe	EDN 102 301	Institutional LMS	05/08/2020
Elohra Christina	EDN 302 501	Institutional LMS	05/08/2020
Anjan Behera	ELENG 102	Institutional LMS	05/08/2020
Dr. Rosy Tep	ENG H 103	Institutional LMS	05/08/2020
Aienla	ENG H 502	Institutional LMS	05/08/2020
Nisha	ELENG 302	Institutional LMS	05/08/2020
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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	112	70	112	112	112	16	112	100	0
Added	3	0	0	0	0	3	0	0	0
Total	115	70	112	112	112	19	112	100	0

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

## 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	<a href="https://www.youtube.com/c/TetsoCollegeyoutube">https://www.youtube.com/c/TetsoCollegeyoutube</a>
DOTTalks website	<a href="http://www.dottalks.in/">http://www.dottalks.in/</a>
Dottalks YouTube Channel - Tetso College	<a href="https://www.youtube.com/channel/UCTLM4XnmdBh9x7zyOeB1mMA">https://www.youtube.com/channel/UCTLM4XnmdBh9x7zyOeB1mMA</a>

## 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
35	32.86	35	32.81

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)

Tetso College believes in the all-round development of the student and ensures adequate availability, as well as an optimal utilisation of physical infrastructure to create an environment of excellence in education through technologically advanced pedagogical tools. At the start of every academic session, a review and inventory requirements of ICT tools, budget allocations, upgrades or replacements of the existing equipments as well as upgradations or improvements to the existing infrastructure is carried out based on the suggestions from Board of Directors, the Heads of the Departments, IQAC, 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 all administrative and academic purposes. The College makes efforts to stay updated with the latest hardware and software available in the market. Additionally, effective utilisation of infrastructure budget allocation is ensured through the appointment of adequate and well-qualified IT technicians and system administrators. Further, the budget utilisation is also ensured through innovative teaching and learning practices. The available physical infrastructure is also optimally utilised outside of regular college hours, to conduct certificate courses, co-curricular activities, extra-curricular activities, parent-teacher meetings, campus recruitments, coaching for competitive exams, training classes, campus recruitments, meetings, seminars, conferences, etc. The College has a well-equipped Library with references and textbooks, journals, magazines, newspapers etc. The Mentor-Mentee programme is a measure to guide and help students enhance their personality, interpersonal skills, emotional management and leadership skills. The College has instituted mechanisms for the maintenance and upkeep of the infrastructure, facilities and equipment of the college. The Maintenance departments keep up with the requirements of departments and if the needs are justified, then the requirements are forwarded to the Core Committee for approval and final purchase. The College maintenance department also maintains the building, the upkeep of classroom furniture and other maintenance works in

the College premises and the hostels. The College 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 for the electricity and water supply, masons, carpenters and computer engineers. The College has two (02) technicians for maintenance of hardware and software of the IT infrastructure. The computers labs are maintained periodically for any relevant updates. The 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. The campus upkeep relating to the 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 equipment. To regulate voltage fluctuations the 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. Additionally, Aquaguard water purifiers are installed at administrative

<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 College 50 - 20 Scholarship for BBA B.COM, Tetso CRBC Merit, Special Scholarship, Principals New Horizon Commerce Management (50 scholarship), Tetso Excellence (100 scholarship), Tetso College PG Merit	20	726160
Financial Support from Other Sources			
a) National	Government of Nagaland Post Matric Scholarships for ST students	908	10968000
b) International	Nil	Nil	Nil
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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
Tutorial Classes for Undergraduate students	17/02/2020	20	Tetso College faculty
Undergraduate Admissions	07/04/2020	102	Tetso College faculty

Counselling Webinar			
Online Panel Discussion on Impact of COVID-19 on Health and Education	23/07/2020	70	Central University of Punjab, Christian Institute of Health Sciences Research
Educationist Orientamento :Counselling and Guidance session for Education Honours	28/08/2020	50	Tetso College Education Department
Student Mentors Programme	07/04/2020	11	Tetso College faculty
Mental Health and Well-Being Counsellors on Call	13/04/2020	16	Tetso College Psychology Department
Introduction of Coursera on Campus at Tetso College	28/04/2020	517	Coursera
<a href="#">View File</a>			

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
2020	Career Counselling Seminar	Nil	210	Nil	Nil
2020	Emporium Training & Consultancy Pvt Ltd	Nil	233	Nil	Nil
2020	Career Counselling for Godwin School Higher Secondary students	Nil	86	Nil	Nil
2020	Educentre Nagaland	Nil	49	Nil	Nil
2020	IIMHR Bangalore	Nil	30	Nil	Nil
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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
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		redressal
Nil	Nil	Nil

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Savantis Solutions India Private Limited	Nil	Nil
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	8	BCom	BCom	NA	MCom, MBA
2020	30	BA	Political Science	NA	MA Political Science, LLB
2020	9	BA	Sociology	NA	MA Sociology
2020	20	BA	History	NA	MA History, Archaeology
2020	25	BA	English	NA	MA English, BEd
2020	13	BA	Education	NA	MA Education, MA Psychology and Counselling
2020	8	BA	Economics	NA	MA Economics
<a href="#">View File</a>					

### 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
<b>No Data Entered/Not Applicable !!!</b>	
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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
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Private Colleges Association of Nagaland	State	1500
Education Fest	Institutional	68
Virtual Debate Competition	Institutional	35
Inter-Department Online Extempore Speech Competition	Institutional	29
Renaissance Clique 'Ad Maiores'	State	86
Online Intra-Departmental Debate Competition	Institutional	45
CoMFIESTA 2020	State	250
Oratory Competition on the Elimination of Violence Against Women	State	45
<a href="#">View File</a>		

### 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
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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)

Tetso College has a Student Council duly elected by the Class Representatives (CRs) and Assistant Class Representatives (ACRs). It comprises the following: (1) Chairperson of the Student Council - Principal (2) General Secretary (3) Assistant General Secretary (4) Coordinator (5) Assistant Coordinator (6) Finance Secretary or Treasurer. The Student Advisory Committee consists of 4 members elected from among the faculty members and is appointed by the Principal. The election to the Student Council is held at the beginning of the academic session as per the College's Student Council constitution. The main responsibility 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 members of the Student Council are also part of various College Committees. (1) IQAC Committee: The General Secretary (PG section) of the Student Council is a member of the IQAC who contributes constructive students suggestions and reviewing grievances to enhance the quality of education in the College. (2) Disciplinary Committee: The Disciplinary Committee composed of student members maintain discipline in the College (matters relating to classrooms, uniforms, or any other behavioral issues, and maintaining a tobacco-free campus). (3) Grievance and Redressal Committee: This Committee is set up to maintain a harmonious educational atmosphere in the College, so that the students develop

a responsive and accountable attitude. (4) Women Cell (Prevention of Sexual Harassment Cell): The student representatives and faculty members play active roles create awareness as well as to create awareness and educate on the issues of sexual harassment. The College community promotes an environment of gender equity among the students, both for the teaching and non-teaching staff. (5) Anti-Ragging Committee: The student representatives are educated by the Committee members headed by faculty members regarding anti-ragging policy. (6) NSS Committee: The NSS Committee and student representatives motivate the students to participate in various voluntary community service programs like blood donation camps, social work services like cleanliness drive in the College and the village areas. (7) Sports Committee: The Sports Committee comprised of student representatives ensure that the students participate in indoor and outdoor games 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 extracurricular departmental and College activities. (9) Editorial Board: 3T is the College's online newsletter that is fully functioned, maintained, and managed by the student representatives under the supervision of the Editorial Board. (10) Music Club, History Club, Photography Clubs: The faculty and student representative encourages students to actively participate in various club activities to enhance their creativity and skills, outside of academics.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

43

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

Tetso College has a formal body - the Alumni Association. The annual programmes of the Association involve formal and informal interaction with the alumni members. The College has periodically invited alumni members to deliver lectures in their chosen field of expertise and studies. The following list of activities were organised by the Alumni Association in the year 2020: (1). Alumni Meet and Greet programme: 18 January 2020. (2). A Conversation with Tetso Alumni, 24 October 2020 a collaborative programme with the department of History and Tetso Alumni members - Albert A. Sangtam (class of 2018), Mhaleveno Kera (class of 2018), Mhashevil Ltu (class of 2015) (3). Sensitisation Workshop on Substance Abuse and Prevention with students and staff, organized by 'Access to Knowledge and Rights' Foundation (ARK), Kohima - this is an organisation headed by Tetso Alumni, Ketho Angami (1997 - 98 batch): 11 - 12 September 2020. In addition, the following are the alumni employed and working in the College - (1) Dr Hewasa Lorin (Vice-Principal). (2) Mr. Merangtsuba (Manager, Administration). The Tetso College Alumni Association also 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)

At Tetso College, the promotion of decentralisation and participative management is part of the working culture. The various stakeholders of the College administrative and academic sections, the Principal, Vice-Principal, Director, Deans, HODs, Faculty, Student Council and IQAC, are responsible for overall guidance and promoting leadership in the college. The meetings and feedback provided from different stakeholders is an indication of participative and open management. The College's 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 decisions 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 the nodal agency of the College for quality related activities, the IQAC collects 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, budget allocation ranging from payroll to maintenance of the physical facilities, supervising maintenance personnel and keeping 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 programmes. The management and faculty members also conduct open meetings 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. Secondly, the 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. The teacher-in-charges are appointed to facilitate smooth conduct of academic activities throughout the year and monitor the overall progress of the students. The faculty members are given representation and responsibilities in various committees for transparency in administration. Some of the such 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 (IQAC), Library Committee, Alumni Committee, Sports Committee, Disciplinary Committee, etc.

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
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<p>Industry Interaction / Collaboration</p>	<p>Tetso College has developed a good number of interfaces and Interactions with the Industries. These are industries and institutions of regional, national and international reputation. All the different departments contribute to collaborative engagements through the form of seminar, webinar, workshops and faculty development programmes.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Tetso College has a well equipped library with references and textbooks, 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 a variety of periodicals. The book list is renewed periodically by addition of new books. The College library provides a 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 a 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) Online Public Access Catalogue (OPAC): The Library users can search the library collection through OPAC from the computer node placed in the library as well as from any other node of the campus LAN using the WebOPAC. The Tetso Library provides assistance for such services through user orientation programs to each and every user, while using the OPAC or webOPAC for the first time. The Library staff extends user support for utilising the facility. 11) Open to the public outside 12) Internet facility. 13) Access to e-resources from INFLIBNET N-List Consortium. 14) Information deployment and</p>

notification, Download, Printing, In-house/remote access to e-resources, User Orientation and awareness, Assistance in searching Databases and INFLIBNET/IUC facilities. Tetso library provides internet, e-resources and e-mail service to the users. In addition, download facility is extended to the Library users for downloading research papers, articles and various e-resources and also to obtain hard copies of the same. 15) Source Software KOHA and DSpace 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 also archived for references. 18) The library also organises book donation drives periodically and has received many books and resources from well-wishers.

#### Admission of Students

Tetso College has a well-defined Student Mentor programme and these students contribute as admission counsellors during the admission process of the new academic session. These Student Mentors are selected from the merit list of each semester as well as the College scholarships holders. The College follows a systematic admission and induction programme and every student is taken through an orientation programme. In the orientation programme, students are oriented on the various academic and administrative processes within the College these are instructions on how to use the College app, navigating the student intranet, membership to various committees and other information. The residents on campus follow a schedule that includes sporting competitions, fixed study hours as well as a range of social gatherings. In the student orientation programme, the students are trained on Digital Citizenship and are also made aware of the various online platforms that the College uses for notifications as well as for the curriculum. These are training on Google Classroom, using the College email IDs 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 also briefed. The overall admissions procedure is overseen by the Director and the student orientation programme training is conducted by the teachers and the designated student mentors. Even during the pandemic, the College initiated well-defined processes for online admissions and offered support for mitigating the admission hurdles - these support systems in the form of phone counselling, answering to queries online either through emails or the social media. This unwavering support system has been crucial to the success of the overall admission process, ensuring the highest number of new admission in the history of the College.

Teaching and Learning

At Tetso College, the overall aim is to maintain a balance of collaborative, differential, inquiry-based, and 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 the College strives to be at par with current educational practices. This is done through the use of multimedia, technology digital network set ups, teaching and learning platforms like Google Classroom, additional learning support through a robust access to online journal repositories, a well-stocked library supporting econtent as well as continuing engagement through seminars, conferences and publications by the teaching faculty. 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. Unlike other years, in the year 2020, the entire Orientation sessions were conducted online

seamlessly. Online tutorial classes and counselling were also provided to all the students in order to encourage consistency of performance.

Examination and Evaluation

At Tetso College, all internal assessments and evaluations are prepared by subject teachers. Since all academics shifted online, a set lesson plan was created so that teachers could maintain required information such as the unit lessons taught within the week, at the same time, the lesson plan tracked the learning resources uploaded on Google Classroom and video recordings which were uploaded on the shared drive for students to access. This created a model of accountability even when teaching and learning processes were being conducted online. This lesson plan was periodically updated and also assessed by the heads of the departments, academic deans and Vice Principal to ensure that the work assigned is completed on time. 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, nonetheless, in the current year, despite most of the academic timeline being upended, Tetso College adopted new structures of internal assessment and evaluations. These formative assessments include classroom-based tasks such as seminars, paper presentations, group discussions, debates, MCQ tests, assignments, projects, role-playing activities, open book tests as part of the internal assessments. A variety of learning approaches were adopted in the teaching learning process in order to facilitate an open classroom environment, despite the digital challenges. For students with weak internet connections, the option for submitting assignments were not confined to just Google Classroom but even made use of the WhatsApp platform. In addition, for the class lectures, the video recordings of the class lectures were made available for asynchronous learners with a good repository of learning materials and resources on the respective Google Classrooms.

Curriculum Development

Tetso College made strategic plans

and deployment in the curriculum development in the current year. The curriculum plans are drawn as short-term and long-term goals from different aspects of the functioning of the College. However, the pandemic situation in the current year required the College to adapt and restructure the curriculum delivery for the academic sessions. With learning shifting online, and being cognisant of the challenge of the digital divide among learner groups, the College provided recommended standard operating procedures for the teaching and learning processes to all the teaching faculty. The College operates on GSuite 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. Video recordings of live and online classes are done during the lectures and the recordings are made available on the College Shared Drive so that students can have access to the files at their pace, as well as asynchronous learners can access the lectures whenever the network permits. Google Calendar and Google Meet are used for conducting online and virtual classes and each student and College staff logs in via video conferencing using their College IDs.

Research and Development

The IQAC along with the HoDs ensure that the content and publications of e-journals and ebooks 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. Subscriptions to important department journals are provided, and all staff has 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 focusing 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 the 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 the development and dissemination of knowledge to the society at large. The staff also undergo in-house training on Google for Education and online teaching tools.

**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.

**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 ( <a href="https://kredily.com/">https://kredily.com/</a> ), 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

Tetso College has adopted EduQFix ([www.eduqfix.com](http://www.eduqfix.com)) and partnered with HDFC for salary accounts for all employees. Salaries are calculated from the 1st to the end of the month. All salary dispensations are automated through the bank. Tetso College is focused on identifying gaps in the payments business to re-engineer and create innovative digital products to tap commercial opportunities therein. The College management brings combined experience to implement changes in strengthening the strategic and execution capabilities of the institute.

Student Admission and Support

Tetso College's 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 and student mentors are appointed to help the admission process every academic year. The Admission Committee ensures that the admission related information materials 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 social media platforms of the College. 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 uses for notifications as well as for the curriculum. These are training modules on Google Classroom, College email IDs, Student Intranet as well as other social media platforms. In addition, students are oriented about the

	<p>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 Principal and the Orientation Programme training is conducted by the teachers and Student Mentors.</p>
Examination	<p>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.</p> <p>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, and emailed as student notification on the Student Intranet. The university semester examinations are conducted as an end-semester examination for 70 marks. This is externally evaluated for the final year students.</p>

**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
<b>No Data Entered/Not Applicable !!!</b>				
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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)
2020	Five Day	NA			24	Nil

	Online Faculty Development Programme (FDP) on Rethinking Critical Theory and Praxis in the Humanities and Social Sciences		13/07/2020	17/07/2020		
2020	Sensitization workshop on Substance Abuse and Prevention by 'Access to Knowledge and Rights' Foundation (ARK), Kohima	Sensitization workshop on Substance Abuse and Prevention by 'Access to Knowledge and Rights' Foundation (ARK), Kohima	12/09/2020	12/09/2020	30	5
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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
2nd Amity National Faculty Development Program on contemporary changing dimensions of law in India with special reference to covid-19	1	15/06/2020	21/06/2020	7
Faculty Development Programme on Outcome based Teaching Learning	7	22/05/2020	29/05/2020	5
Faculty Development	10	13/07/2020	17/12/2020	5

Programme: Rethinking Critical Theory and Praxis in the Humanities and Social Sciences				
Induction Programme for Faculty in U niversities/Col leges/Institute s of Higher Education	3	10/12/2020	31/12/2020	30
Faculty Development Programme on Outcome based Teaching Learning	1	01/09/2020	30/09/2020	30
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
35	35	61	61

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Laptop allowance, Research allowance, Broadband allowance and talks on health awareness and various schemes on health related are delivered by invited physicians.	Midday meal provision and and talks on health awareness and various schemes on health related are delivered by invited physicians.	Scholarship schemes, free wifi on-campus, counselling and career guidance, placement opportunities, talks on awareness topics as well and talks on health awareness and various schemes on health related are delivered by invited physicians.

**6.4 – Financial Management and Resource Mobilization**

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

Tetso College has a mechanism for internal and external audits. 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 Accounts department, 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 equipment, 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
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6.4.3 – Total corpus fund generated

29764733
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## 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) 1st Virtual Parent-Teacher-Student Conference held on 1 May 2020 (2) Participation and attendance with wards for Virtual Graduation Day held on 16 November 2020. (3) Attendance with wards for online 25th Anniversary Celebrations held on 4 December 2020
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6.5.3 – Development programmes for support staff (at least three)

(1) Implementation of Career Advancement Scheme (CAS) for teaching faculty (2) Faculty Development Programme held from 13 - 17 July 2020 (3) Laptop allowance, broadband allowance and research allowance provided for staff and teaching faculty
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Addition of new programmes - MA English, MA Political Science, BVoc programme, BA Psychology, and Coursera certification programmes. 2) Infrastructural up-gradation of the New Academic Block with the addition of 6 classrooms, and the up-gradation of Auditorium. Upgradation of transport services with the addition of 3 new buses to accommodate 40 per bus. 3)
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Implementation of Tetso Morung software platform for students academics tracking and learning management system. 4) Internal Learning Management System (LMS) implementation through Google for Education, which has become the primary platform for online learning post-pandemic. 5) Tetso Career Advancement Scheme (CAS) implemented for Tetso teaching faculty yearly assessments and salary structuring. Faculty Development Programme under the aegis of IQAC.

#### 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
2020	Student Mentors Programme	07/04/2020	07/04/2020	31/07/2020	11
2020	Online Learning for Staff	08/04/2020	08/04/2020	08/04/2020	35
2020	Mental Health and Well-Being Counsellors on Call	13/04/2020	13/04/2020	13/05/2020	15
2020	1st Parent-Teacher-Student Virtual Conference	01/05/2020	01/05/2020	01/05/2020	130
2020	Virtual Exhibition - History Club field trip to Kohima Kisama	15/02/2020	22/05/2020	Nil	20
2020	Tetso Pelo Boys Hostel campus requisitioned as quarantine centre	22/05/2020	22/05/2020	30/08/2020	Nil
2020	Student Ambassadors for Virtual Orientation for new undergraduate students	07/04/2020	07/04/2020	31/07/2020	11
2020	Tetso Morung -	21/07/2020	21/07/2020	Nil	Nil

	Online learning hub for Tetso College				
2020	Five Day Online Faculty Development Programme (FDP) on Rethinking Critical Theory and Praxis in the Humanities and Social Sciences	13/07/2020	13/07/2020	17/07/2020	180
2020	Virtual Graduation Day	16/11/2020	16/11/2020	16/11/2020	250

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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
DOT Talks Webinar Series on Gender Issues in Sports by Kanisshka Tyagi, Head of Business Strategies Department of Legum Amicuss, Delhi	31/08/2020	31/08/2020	20	15
Interactive Session on Gender Discourse by Dr. T. Longkoi Khamnuingan Assistant Professor Department of Sociology Central University of	14/09/2020	14/09/2020	39	11



	and disadvantages	contribute to local community					
2020	1	1	06/03/2020	2	Tetso College Women Cell - Poster Display and Signature Campaign to observe International Womens Day (8th March 2020)	Violence against women, Awareness on gender equity and parity	120
2020	1	Nil	15/06/2020	1	DOT Talks Webinar Series on Kaleidoscopic View of Battle for Kashmir through the Prism of International Law by Dr. Aniruddha Babar Assistant Professor, Department of Political Science Tetso College	National issues, strategic border issues	53
2020	1	Nil	09/09/2020	1	DOT Talks Webinar Series - International Webinar on Threats to the Outer Space Env	Cyber law, space law	55

					<p>ironment: The dangers of Space Debris - Legal Considerations by Professor (Dr) H.C. Stephan Hobe, Director of the Institute of Air Law, Space law and Cyber Law</p>		
2020	1	Null	17/09/2020	1	<p>DOT Talks International Webinar Series on Uyghurs in Crisis: Forced Labor Genocide Targeting Women by Ms. Rushan Abbas, Executive Director of Campaign for Uyghurs.</p>	Human rights, international law	50
2020	1	1	02/12/2020	1	<p>The United Nations International Day for the Elimination of Violence against Women, 2020. Oratory Competition on The</p>	Awareness on womens issues, gender violence	45

					Eliminati on of Violence Against Women		
2020	1	1	12/04/2 020	1	a WEF i nitiative - global virtual community huddle with young leaders from select G20 and C ommonweal th countries for a deep dive conversat ion on 'The Future of Work Life Post Covid 19'	Community initiativ es	50
2020	1	1	25/11/2 020	1	Idea of Social Exclusion in India: Theories and Evidence with Professor Yagati Chinna Rao	Social issues	65
2020	1	1	24/01/2 020	1	Interac tive Session with Social Activist Miss Sent ipokla Jamir on the theme Footprint s	Social activism	115
2020	1	1	04/06/2 020	1	Slogan Writing Contest	Social stigma issues	25

					against Social Stigma on the theme of Stand Together Against Social Stigma		
2020	1	1	22/08/2020	1	DOT Talks Student Webinar Series on Discourse on Social Dynamics	Social challenges and dynamics	35

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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 Internal Retest Policy (SOP)	18/02/2020	The Tetso Internal Retest Policy is meant for students who, due to reasons beyond their control or participation in an external College activities, were unable to write the 1st of the officially conducted class tests. It allows for another final attempt to clear or improve their internal marks.
Student On Boarding Procedure at Tetso College Standard Operating Procedure	27/03/2020	Standard operating procedures for communicating with onboarding new students' to Tetso College.
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.
Degree of Thought (DOT) Talks Handbook	29/03/2020	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 workforce.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tetso College Women Cell - Poster Display and Signature Campaign to observe International Womens Day (8th March 2020)	06/03/2020	08/03/2020	120
- International Webinar on Threats to the Outer Space Environment: The dangers of Space Debris - Legal Considerations	09/09/2020	09/09/2020	55
The United Nations International Day for the Elimination of Violence against Women, 2020. Oratory Competition on The Elimination of Violence Against Women	02/12/2020	02/12/2020	45
Slogan Writing Contest against Social Stigma on the theme of Stand Together Against Social Stigma	04/06/2020	04/06/2020	25
Sensitization workshop on Substance Abuse and Prevention by Access to Knowledge and Rights' Foundation (ARK), Kohima	12/09/2020	12/09/2020	35

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(1) Option for carpooling and college bus service by staff and students provided by the College. (2) Plastic- free campus (3) Paperless office (4) Tree plantations and green landscaping for plants (5) Renewable resources through rainwater harvesting and solar panels.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

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 upgrade their skills and learning in order to realise their full potential as well as to fulfill the mission and vision of the institution. Since the last assessment and accreditation, the percentage of existing staff who have upgraded their degree or are pursuing part time degrees have seen an improvement. The College 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. To achieve this, several platforms are provided such as, 1) The Degree of Thought Talks (DOTTalks) series which was launched in August 2016 - this is a programme for students to interact and engage with professionals from different industries as well institutions of academic excellence. 2) Google for Education: The College uses Google for Education for all virtual learning, and this early adoption of online learning has stood as an advantage for the College during the pandemic.

Google for Education gives teachers the freedom to spend more time personalizing the learning experience, and less time managing it. Students can learn 21st century problem-solving and the skills they'll use in their future careers, with accessibility features that help every student do their best work. One of the main advantages of Google Classroom is the 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 GSuite are easily organised and accessible through the Google Drive folders. 3) A Digital Citizenship training is provided to every student to create awareness for the safe use of the Internet. The college also empowers students to create content through a students managed Instagram and Facebook accounts. 4) Emphasis on Practical learning and engagement: The College organises regular seminars, webinars and workshops to incorporate all areas of academic growth. 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, presentations and student festivals. 5) 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. 6) Writing and Publishing: The Degree of Thought (DoT) column is a weekly local newspaper feature where both students and teachers participate on current topics and relevance. Since the inception of this column, which is a collaboration with a local daily newspaper, The Morung Express, staff and students of the College have contributed to the column which is published every wednesday. 7) Helpdesk support: Tetso College provides helpdesk support for any query related to academics or administration for the students and staff, including outside individuals. This helpdesk is designed to answer queries relating to different areas of the College functioning. The queries received have to be responded within 48 hours and different departments of the College undertake the responsibility of answering queries based on context. 8) Tetso Morung: This is the new online learning hub of Tetso College. It has been built to allow seamless planning, teaching and assessment. Students

and staff can access Tetso Morung on all mobile and computer devices with highly configurable levels of access.

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/services/igac/>

### 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 Vision of the Tetso College is "To create a positive impact in the world" and the Mission is "To empower people towards life-long excellence". The motto of the College is "Strive for Excellence" - Excellence does not mean attaining perfection but to reach the highest level of potential as time and context permits. The values of the College are To put students first, To value time, To adhere to ethical and moral principles, To achieve excellence and To be professional. Tetso College seeks to provide a platform to unleash the potential of every member of the Tetso community and to achieve this, all environments required to hone each person's skills are empowered. Additionally, the College ensures the provision of all required tools needed to create their best work in college and beyond. This is done through the College programmes and other faculty development programmes which will empower the teaching staff to pursue their academic goals. Even during the pandemic, the Tetso College experience has been vibrant, with students and staff seamlessly transitioning to online or virtual learning and wherever possible blended learning being implemented as per the government guidelines. Tetso College recognizes the prominent role that digital learning will play in the post-covid world and therefore, students are equipped with the necessary tools and skills required to access online, virtual learning environments. This includes not just academic required skills but also familiarizing with the digital platforms for operating basic transactions online. The basic fundamentals of online operations, online payment receipts and access to a host of other online tools and resources is enabled through the unique college email ID of the student. As a Google for Education institute, students are encouraged to be digitally literate and training is facilitated to support students to adapt quicker to the College's pedagogy and system. All students are required to complete Digital Citizenship Training. This training lists some do's and don't about navigating the online world and provides tips on safely navigating the online world. This distinct quality of Tetso College adapting to digital learning has proven to be the fuel to kickstart virtual learning during the pandemic. The College aims to continue making improvements in the existing system and to implement necessary changes based on the feedback received from all stakeholders.

Provide the weblink of the institution

<http://www.tetsocollege.org>

### 8.Future Plans of Actions for Next Academic Year

The foremost aim of Tetso College is to improve its NAAC assessment and evaluation grading in the next cycle, keeping in view the feedback received from NAAC in the last assessment as well as the feedback from students, teachers, parents and other vital stakeholders. With this goal, the following plan of action is strategized: 1) Enhancing research publications, collaborations with external agencies and improving 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 platforms. 2) 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.

3) To ensure quality education is maintained by supporting students learning both online and offline, providing additional support for examination preparations as well as tutorial sessions for students, providing relevant and updated reading materials as well as guiding, counselling and placement for 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.

4). To improve the current Placement Cell through mentoring programmes for a quality student progression.

5) To set up an Innovation, Incubation and IPR Cell to organise, disseminate, enhance the scientific and innovative vision of the College motto of Strive for Excellence. The Cell will assist and accelerate the interaction with industries for sustained growth in Innovation, Incubation and IPR to contribute to the wealth creation of the state and the nation.

6) To collaborate with external agencies for organising national seminars or workshops on relevant quality enhancement areas. 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.

7). To continue improving the existing virtual learning platform for teachers and students and streamlining data repositories and implementing blended learning wherever possible. This will be through a robust use of existing learning platforms and learning management systems adopted by the College. 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. 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.