SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

TETSO COLLEGE

C/O TETSO COLLEGE 6TH MILE SOVIMA VILLAGE 797115

www.tetsocollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2018

Executive Summary

Introduction:

Tetso College is considered to be the most technologically advanced College in Nagaland. It is located in Sovima Village, Dimapur, the largest city and commercial capital of Nagaland. Nagaland is the 16th state of India, primarily inhabited by christian tribals.

Tetso College consistently secures university ranks, provides scholarships to all sections of society and metro standard facilities in the state. Dr. P. S. Lorin is the Principal of the college and leads the Tetso family comprising of 1040 students, 44 teaching faculty, 21 Non teaching staff and 35 group D staffs. Students & staff hail from all over the country with a few from the northeast and beyond. The name of the college "Tetso" is taken from the indigenous Rengma Naga language meaning 'top'.

Tetso College was established in 1994, affiliated to Nagaland University, accredited B grade by NAAC in 2013 and sponsored by the Council of Rengma Baptist Churches (CRBC). The college offers Undergraduate programmes in Commerce and Humanities (Arts) streams and introduced Management in 2018. Other courses include skill certificate programmes, competitive exam coaching, music and sports and gym facilities. Residential facilities are also available for students and staff. Tetso College regularly hosts seminars, inter-college events and programmes on a regular basis for both the public and the Tetso College community. The college also has a strong social media and online footprint, web accessible library and is the first college in Nagaland to have its own mobile app and online fee payment system for students.

Vision:

The Vision of the College is to "Impact Lives - Every member of the Tetso family should create a positive difference in the world"

Tetso College is grounded on the vision that every member of Tetso College, irrespective of caste, tribe, race or background is capable of making a positive impact to society. This includes both staff and students of the Tetso family.

An example of creating a positive difference in the world includes promoting entrepreneurship, using mass media to promote discussion and ideas that can scale, organising seminars and workshops, tying up with organisations that share similar goals, helping students with placements and corporations to find their employees. The college aims to

provide ethical leadership development through its internal training and a leadership academy open to external parties.

Mission:

The Mission of the College is to "To empower people towards lifelong excellence"

Tetso College seeks to live up to the motto to strive for excellence. The mission statement reaffirms our motto that excellence is a continuous endeavour, lifelong and part and parcel of what defines us as Tetso College.

Our values that will help us fulfil our mission are given below:

- **Achieving Excellence**

Excellence is a continuous endeavor and we constantly look out for opportunities to be better than yesterday on all fronts of personal, educational, administrative and professional expertise

- **Valuing Time**

Respect for each other's time with regard to regular attendance, punctuality in meetings, classes and meeting deadlines

- **Adhering to Ethical and Moral Principles**

We subscribe to the principles of integrity, honesty and respect for one another whether as a team or individually

- **Focusing on the Student**

The decisions taken are always students oriented to provide an all encompassing educational environment in terms of infrastructure, facilities and top of the mark teachers

- **Professionalism**

Every individual is expected to maintain professionalism in execution of all duties, decision making and interaction to sustain a progressive and positive working and learning environment

SWOC

Institutional Strength :

- Good Academic Record/Performance: In academic achievements, the College consistently secures ranks in the Nagaland University Examination. In the 2015 examination, the College secured 1st and 3rd rank in English, 2nd rank in Education and 4th rank in Sociology. In the 2017 examination, the College secured 1st rank in Management under Commerce and 1st rank in English under Arts stream. In the 2018 examination, the college secured 1st rank in Management and 1st rank in Accountancy under Commerce stream.

- Good infrastructure

- Dedicated and Qualified faculty

- Well known inter and intra college events related to sports, elocution and specific departments

- One of the best sports infrastructure in Nagaland

- Integration of Technology in all aspects of the college

- Diverse and academically strong student profile

- Good social media presence which allows it to stay connected with the pulse of the youth

Institutional Weakness :

- Lack of minor and major research projects applied by faculty.

- Limited Alumni engagement

- Require more Phd qualified faculty

- Require a football and athletic stadium

Institutional Opportunity :

- Introduction of PG courses

- Introduction of Science Stream

- Introduction of Vocational Courses

- Introduction of Mass Communication courses

- The institute is ideally placed to promote entrepreneurship and start providing guidance to entrepreneurs

Institutional Challenge :

- Establishing Global linkages

- Attracting foreign students and students from other states

- National level institutions setting up shop in the state are expected to poach faculty, match our infrastructure advantages and be quick to adopt industry relevant curriculum.

- The institute needs to increase faculty, student enrollment

Criteria wise Summary

Curricular Aspects :

The academic programmes offered by the College are in accordance with the institution's goals and objectives. The college offers programs in Humanities and Commerce stream with curriculum prescribed by Nagaland University to which Tetso College is affiliated. Tetso College also ensures that the students strive for holistic development and achieve excellence in all walks of life. The extension courses are offered in relevance to the needs of society and global trends.

The College has undergone academic progression by increasing the number of courses available for students. Student interest and academic growth propelled the College to increase the Honours options in its curriculum by introducing Economics Honours in 2015 for the Arts Stream and BBA course in 2018. The college has also applied for permission to start MA English programmes.

The College also sends regular Syllabus suggestions to Nagaland University for revision and update based on current trends and findings in various disciplines. It has sent syllabus suggestions for subjects like Economics and Sociology Undergraduate Course programmes.

The college also offers career-oriented and skill development courses like Certificate Course in Communication Skills and Phonetics, Beauty & Grooming in collaboration with NIAPA, Computer courses under NIIT and NIELIT, and Music Classes in collaboration with Mountain Music Academy (Piano, Voice, Guitar) and Coaching Classes for Civil service exams in collaboration with ALS, India.

Teaching-learning and Evaluation :

At Tetso College, teachers are facilitators and mentors, driven with the aim to empower students. Key features are:

1. **Advanced Technology & Method for Learning and Evaluation:** The online tracking system for attendance and performance of the students provides easy access to all teachers to track and monitor students' progress. Modern teaching methods are used in the classrooms to provide a modern approach to learning. Learner centric methods include presentations, group discussions, google classroom, drama enactment etc are practiced. The college also has a mobile apps, dedicated student and staff Intranet to provide self help resources for learning, and publication opportunities in e-books (with ISBN), e-journals, Degree of Thought weekly column in a newspaper.

2. **Human Connectedness:** Class teachers help in building more effective relationships and understanding students' needs and concerns. Elected Class Representatives and Assistant CR's work together with teachers to encourage participation in conferences, literary competitions and more to complete the learning experience. Remedial Classes are held to address the immediate needs of weak students in English language. Staff members who reside on-campus or within the college vicinity provide tutorials to students. The college facilitates this by making classrooms and infrastructure available to those teachers providing extra tutorials or coaching classes.

3. **Feedback System:** Tetso College conducts regular surveys with students and staff on learning systems through online survey, suggestion boxes and student representatives which help the management to learn about issues affecting the students and have a clearer idea of students' sentiments

Research, Innovations and Extension :

The College strives to create an environment conducive to research and discussion-oriented culture to develop innovative, critical and constructive thinking abilities. The college has invested in multimedia facilities, meeting rooms, an air-conditioned library with subscriptions to International and national periodicals.

Every year, Departments conduct local, state and national level seminars, workshops and fests by tying up with Industries some of which have been Young Indians (Yi), NIIT, Heritage Publishing House, Morung Express Newspaper, YouthNet, Northeast India Academy of Performing Arts (NIAPA), Airtel, Mahindra (Trucks and Buses), Brand New Day and others. In addition, Assistant Professors go out annually to present papers in International, National and State Seminars and Conferences.

The College publishes an annual journal "Tetso Interdisciplinary Journal" (ISSN 2319-2925) featuring scholarly work from Universities across India. Departments also have their own blogs where poems and articles of the students are posted. The Department of English has published 4 Ebooks with ISBN codes.

Staff and students publish weekly articles on matters of social importance in a local daily, Morung Express called the DOT column. DOT talks was introduced in 2016 that brings speakers and working professionals from different industries to address and interact with the Tetso community. Teachers promote research activities through assignments and projects, honours students present research projects on their respective subjects and final year students are provided Educational Exposure trips to different parts of the country. The college regularly conducts extension outreach Programmes in collaboration with the college unit NSS, NCC, YI and Red Ribbon Club.

Infrastructure and Learning Resources :

The College continuously upgrades its infrastructure and technology to meet the growing demands of education. From chalkboard classrooms and physical notice boards, the College has shifted to the web for all internal communication and assimilated it into the learning process through google classroom, online question paper bank, blogs, publications and other e-learning resources.

All staff have individual laptops, free internet, projectors and audio equipment. In-house training is conducted to help them use the online resources and learning tools. The college is equipped with a conference hall, solar lighting, water geysers, an air-conditioned reading-room and library with e-resources and journals; Other facilities include, air-conditioned office, computer laboratory with free internet, 300 seater auditorium, 2500 capacity amphitheater and classrooms with audio and visual facilities.

The institution provides hostel facilities for both girls and boys with 24 hour power backup. Limited campus staff quarters are also available, specifically for outstation and maintenance staff. The College has a fleet of four busses for students and staff. Sports facilities include two basketball courts, two volleyball courts, Nagaland's largest Indoor Badminton Stadium, Table Tennis, gym and aerobics center.

Rain water harvesting is available in a few buildings, while drinking water is provided through an RO filtration process filter tank fitted to water coolers. The college has adequate staff rooms, seperate toilets for male, women, staff and for disabled students. Food services in the campus include vegetarian kitchen, two other kitchens that cater to different menus ranging from chinese to Indian and naga dishes.

Student Support and Progression :

The College has many different clubs, scholarships, committees and the students their own student council for student support and progression. Some of the units are NCC & NSS, Young Indians (YI), Red Ribbon Club, Evangelical Union (EU), Grievance and Counselling Cell, Career Guidance Cell, Drama Club, Literary Club, Reading Club, History Club, Music Club, Photography Club, and the Tetso Student Council. The College also has a Student Work Programme where students intern as admission counselors, Stadium attendants and in the departments of Housekeeping, and Library for which they are compensated. The college follows a systematic induction programme where every student is taken through an orientation programme where they are told about the college mobile app,

using the student intranet, various committees and other information. Residents on campus follow a schedule that include sports, competitions and morning and evening study hours.

The college awarded Rs 34 lakhs worth of scholarships this year for needy and meritorious students who require financial assistance through its endowment fund by reducing the admission and instalment fees, deferred payments etc. In the interest of student development, 8 types of special scholarships are available in which students have been benefited in the last five years: Post Matric Scholarship for ST, Minority Scheme Scholarship, Ishan Uday Scholarship (Applicable for BA/BCOM 1st Semester), Scholarship and financial aid to NBSE rank holders, Governor's Dr T Ao Scholarship, Tetso CRBC Merit Scholarship, Principal's New Horizon BBA/BCOM Scholarship and Tetso College Meritorious Student fellowship Award.

Governance, Leadership and Management :

The Management Body of the College comprises of the Board of Directors, Principal, Vice Principal, Administrator, HoDs and Committee Coordinators.

All committees and departments have their regular scheduled meetings and submit daily, weekly and monthly reports. An annual swoc analysis is also conducted on a regular basis. The Management Body in collaboration with IQAC draws various action plans and policies aligned with the vision, mission and Motto of the college.

A dedicated human resources department exists to take care of human resource issues and to ensure job description, organisation charts, and training align to the colleges mission and vision.

The Following procedures are adopted by the College to monitor and evaluate policies-

- The Feedback system (Regular Feedback collected from the stakeholders for monitoring the policy/plan)

- Regular meeting (Annual Governing board and IQAC meeting, Monthly Management and Faculty meeting, Weekly HODs and Department Meeting)

- Department review meeting by the Principal with HODs

- Periodical internal and external audit

- Attendance and result analysis meeting

- Parent Teacher Conference

The Institute strictly follows the service rules and recruits faculties according to the UGC and University norms. The vacancies, if any, are advertised in the newspapers/social media/college website. Promotions to higher position is based on seniority and qualifications. The pay band/ incentives/emoluments are decided by the Management as per the college policy in case of promotions with higher responsibilities. Faculties regularly attend professional development programmes such as seminars, workshops, orientations and conferences.

Institutional Values and Best Practices :

In accordance with the vision of the college, the institution imparts knowledge and skills to every student without any gender bias or discrimination. The college regularly organises programmes for gender sensitization and empowers women through collaborative activities with external agencies like Sheroes. The college is working towards making the campus environmental friendly by adopting paperless office, plastic-free and tobacco-free zone. The waste generated is managed by placing dustbins around the campus which is then disposed off in an eco friendly manner.

The College promotes community service through blood donation drive, cleanliness drive and sensitization programmes for social welfare. The college also does social work by planting trees and placing dustbins in and around the locality. The College provides financial aid to the needy and deserving students in the form of scholarships as listed in Student support and Progression.

Parent-teacher meetings are held regularly along with the students to review their wards' performance, attendance and any other issues. Special classes and counselling are also provided to the advanced learners to motivate them to aim higher and perform better.

The College incorporates technology extensively in the functioning of the institute. The college IT Department has also developed the Tetso College app which is available in Google Apps Store, the first of its kind in Nagaland.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	TETSO COLLEGE
Address	C/O TETSO COLLEGE 6th Mile SOVIMA VILLAGE
City	DIMAPUR
State	Nagaland
Pin	797115
Website	www.tetsocollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	P S Lorin	03862-242484	9774010978	03862-242878	iqac@tetsocollege.org
IQAC / CIQA coordinator	S Elika Assumi	03862-9436431274	8731921733	03862-243290	elika@tetsocollege.org

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Cetificate_recognised Minority Institution.pdf
If Yes, Specify minority status	
Religious	
Linguistic	
Any Other	ST

Establishment Details

Date of establishment of the college	14-05-1994

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Nagaland	Nagaland University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	26-05-2009	View Document
12B of UGC	26-05-2009	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	C/O TETSO COLLEGE 6th Mile SOVIMA VILLAGE	Rural	44879	25000

ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)

Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	HSSLC	English	250	180
UG	BA,Political Science	36	HSSLC	English	250	232
UG	BA,Sociology	36	HSSLC	English	150	77
UG	BA,Economics	36	HSSLC	English	90	50
UG	BA,History	36	HSSLC	English	150	96
UG	BA,Education	36	HSSLC	English	150	93
UG	BCom,Commerce	36	HSSLC	English	90	65
UG	BCom,Commerce	36	HSSLC	English	20	3
UG	BCom,General	36	HSSLC	English	20	4
UG	BA,General	36	HSSLC	English	250	205
UG	BBA,Management	36	HSSLC	English	50	36

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				44
Recruited	0	0	0	0	0	0	0	0	12	32	0	44
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				44
Recruited	0	0	0	0	0	0	0	0	12	32	0	44
Yet to Recruit				0				0				0

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				21
Recruited	5	16	0	21
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				21
Recruited	5	16	0	21
Yet to Recruit				0

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers											
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0

Ph.D.	0	0	0	0	0	0	3	3	0	6
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	8	27	0	35
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	5	0	0	5

Provide the Following Details of Students Enrolled in the College During the Current Academic Year					
Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	534	13	0	0	547
	Female	488	5	0	0	493
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years				
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	1	0	0	1
	Female	0	0	0	1

	Others	0	0	0	0
ST	Male	295	313	353	360
	Female	196	179	236	281
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	4	3	2	2
	Female	2	2	0	2
	Others	0	0	0	0
Total		498	497	591	647

Provide the Following Details		
Number of Programs	**Self-financed Programs offered**	**New Programs introduced during the last five years**
	11	4

Provide the Following Details		
Unit Cost of Education	**Including Salary Component**	**Excluding Salary Component**
37174	28038	9136

QIF

1.Curricular Aspects
1.1 Curricular Planning and Implementation
1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Answer:

1. Tetso College is affiliated to Nagaland University and follows the curriculum designated by the University.

2. Faculty from the college regularly sets question papers for NU End Semester University Exams. The faculty have also been external examiners for the NU Undergraduate Semester Exams. This helps the college deliver, plan and implement the curriculum.

3. Regular meetings and analysis are held followed by feedback sessions with the students. Meetings include, semester result meetings, department reviews, IQAC, Parent teacher meetings, Survey reviews.

4. An Academic calendar is regularly made and circulated. Students also have access to it online and through the student Intranet

5. Semester-wise preparation of teaching or lesson plan is prepared by department teacher's in consultation with Department HOD's. The lesson plans are to include both the syllabus and a practical component.

6. The teachers are provided the platform to participate in orientation programmes, refresher courses, Seminars, workshops, orientation on exam evaluation, training programmes on effective class management and teaching tools, soft skills, training on internet facilities (Google classroom & ICT), usage of smart class room–projectors/ Audio visual Aids.

7. To encourage better learning experiences group discussion, debate, presentations, question hour session and face –to-face interaction mechanisms are adopted to facilitate free learning.

8. A Guest Faculty series and video conferencing from specialists in various fields are conducted every semester.

9. Internet facilities are made available to students and staffs free of cost to enable them to access e-libraries.

10. Performance assessment is done on both through a mid-year and annual basis with regards to curriculum delivery and implementation

11. Online tools to assess and communicate is integrated in the syllabus and curriculum

12. An online question paper bank which is open to the public is also available on the college website along with the syllabus of the various courses and a dedicated student intranet.

13. Industrial visits, case studies, assignments, internships are integrated into the lesson plan

To highlight a few events conducted:

- Tetso College Career Counseling and Placement Cell in collaboration with Nagaland Job Centre, Youth Net and Young Indians (YI) organized a two day grand Job Fair at the college indoor stadium on 30th June and 1st July, 2017. The recruiting agency such as Riven Honda, Axis Bank, Aptech Aviation Academy, Ashok Leyland, Bambusa, Hotel Highway Lodge, Niathu Groups, and Pro Rural participated in the event.

- Polaris Solutions Enterprise, Shillong in Collaboration with Tetso College Career & Placement Cell conducted one day workshop on Employability, Skills Training, and Job Recruitment Resources & Abroad Study Assistance.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Answer: 6

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0	4	1	0	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Answer: 2.94

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Answer: 1.28

1.2.1.1 How many new courses are introduced within the last five years

Answer: 2

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Answer: 90

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Answer: 9

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Answer: 26.09

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
257	93	116	145	188

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Answer:

The College integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum through the following activities:-

Gender:

The Department of Sociology organised a paper Presentation on "Gender Sensitization "at College Auditorium, 1:25 pm on 9th October, 2015.,to Understand the Issues of Gender Disparity and to promote Equality.

Women cell ,Tetso College organised a 3 day workshop on -"Women Empowerment" in Collaboration with **Sheroes-growth network for women** on 19th -21st July 2017(Survey sample attached)

Environment and Sustainability:

Young Indians (Yi) Tetso college yuvas visited Dimapur Zoological park on 5th June 2017 to celebrate World Environment day.With the theme ,"Connecting the people with nature"-Yi initiative against crime towards animals."We can we will".

23rd July 2016: YI members along with the Yuva team of Tetso College of 29 students and 11 Patkai Christian College visited two industrial plants "Dew Drop Mineral Water." During the industrial visit, the students practically learnt and experienced about water filtration and purification. The students also saw the process of making water

bottles, where a 2 inch bottle shape (preformed) plastic gets converted into a 1 litre mineral water bottle. And in "K & S" packing industry, the students saw how the water carton packages are moulded and printed into different designs and shapes.

Human Values and Professional Ethics:

NSS unit attended World Aids day Programme and Slogan Competition on 01/12/2017. The programme was about AIDS awareness and there was a slogan competition on the same theme. Many resource person working with AIDS awareness came and share their views.

NSS unit attended training program on life skill, leadership and personality development on 31-10-2017 to 02-10-2017.The programme was for three(03) days. The training was very educative, there were resource person from various institution like Integrated Development Association (AIDA),DYC,etc. The students got training on various interesting topics like Leadership, Motivation, Art of Public speaking, Team building, Communication, Manner and Etiquettes.

Awareness campaign on HIV/AIDS was held at the College Conference Hall on 22/05/2013 which was followed by a Blood Donation Drive. On the same day, Red Ribbon Club, Tetso College was also a part of the promotional video shoots which was initiated by the NSACS. A team led by Ms. Narola Longchar came to the college for shots.

On 12/06/2013, 4(four) volunteers participated in the Painting Competition organized by NSACS on the theme 'Give the Gift of Life: Donate Blood. 'Eight volunteers donated blood on World Blood Donors' day at Civil Hospital, Dimapur on 14/06/2013.Two volunteers donated at Zion Hospital, Dimapur on 3/09/2013.

On 28/10/2013, 20 volunteers participated at Rock Reach programme held at DDSC. The Theme of the program was Music for Zero.

The NSS and Education Department visited Galilee Home on Saturday, 6th August, 2016. They interacted with the children and had recreational activities bringing upon smile and happiness to the children.

Christian institutes of Health and Research conducted Oral Cancer screening in the month of August 2017

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Answer: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Answer: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Answer: 2.53

1.3.3.1 Number of students undertaking field projects or internships

Answer: 22

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System
1.4.1 Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
Answer: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Answer: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

2.Teaching-learning and Evaluation
2.1 Student Enrollment and Profile
2.1.1 Average percentage of students from other States and Countries during the last five years

Answer: 0.85

2.1.1.1 Number of students from other states and countries year-wise during the last five years

Answer:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |

| 8 | 9 | 8 | 3 | 0 |

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage

(Average of last five years)

Answer: 47.16

2.1.2.1 Number of students admitted year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
871	647	591	497	498

2.1.2.2 Number of sanctioned seats year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
1350	1350	1350	1250	1250

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Answer: 53.53

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
862	643	589	492	492

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Answer:

The College adopts the following strategies to bridge the knowledge gap of the the advanced learners and slow learners.

1. The admission profile of students and semester performance/results are analysed to identify slow learners and advanced learners. this facilitates grouping them into slower learners and advanced learners. They are classified as Phoenix(beginner), Falcons(Intermediate), Eagles(Advanced)

2. Self help resources, comprising of youtube links, online on the student intranet for all departments students to access and learn on their own. The IT department provides assistance, if required. Online books and journals are available to every student.

3. The Departments make special efforts to integrate the curriculum content by organising various programs, in order to generate interest amongst the learners. Activities like essay writing, elocution, group discussion, quiz, debate and paper presentation not only generates interest but also enable the learners to update their knowledge through participation.

4. Extra English and communication skills classes is provided on a need basis by the Department of English.

5. Special efforts are taken in the form of extra and remedial lectures to cater to the needs of the slow learners. Remedial classes are given to slow learners/academically weak students.

6.Soft skills classes are also a part of the class routine.

7. Mentor-mentee session.

8. Annual Parents-teachers conference is organised to inform and discuss about the performance of their wards.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Answer: 20.74

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Answer: 0.11

2.2.3.1 Number of differently abled students on rolls

Answer: 1

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process
2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Answer:

Tetso College strives to provide an engaging and dynamic learning experience by integrating technology, elicitive and participative methods:

- Social media is integrated by posting department events, fests, activities, results as well as department blogs set up for students to express themselves. In addition the college has a weekly column called Degree of Thought (DOT) which is published every wednesday in the Morung Express **(www.morungexpress.com)**. This has encouraged students to write and share their views on various issues.
- Internet/Wifi facility enables both teachers and students to access online e-resources in addition to availing the library e-resources.
- Student's assignment, study material, class work, project work and homework are also assessed online through Google Classrom.
- In addition to lectures, various learner centered methods of teaching like demonstration, self study, question-answer methods, seminars, workshops, drama performances are facilitated by the teachers to create a space for voicing out and confidence building.
- Departmental fests, intra-college and inter-college events, seminars, workshops and lectures are held on a regular basis with the aim to draw out students from their comfort zones to participate and learn from one another. At the same time, these programmes provide scope for academic and other skills, such as developing leadership qualities, inculcating team work and independent learning amongst students.
- Collaborative learning through educational tour, field trips, school visitation and industrial visitation are organised to enable students to have first hand knowledge breaching the limitations of classroom learning.
- Campus recruitment drives/interviews are arranged over a period of time by various companies and institutes. Recent recruitment drives held have been TCS and Synchrony Financials.
- An in-house journalism team called DOT Reporters comprising of top students from all departments covers college news and events and publishes the content online.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Answer: 71.43

2.3.2.1 Number of teachers using ICT

Answer: 30

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Answer: 0

2.3.3.1 Number of mentors

Answer: 0

2.3.4 Innovation and creativity in teaching-learning

Answer:

- Every Department adopts innovative methods for teaching which help the students to understand the subject thoroughly. Some innovative approaches include use of ICT, debates, role playing, drama, group discussion and presentation, use of films, documentaries, posters and short stories are used to make learning more interesting and effective.
- Department organise various co-curricular activities such as lectures, seminars, workshops and various competitions. This give students opportunity to share their experience and knowledge with faculty and peer group, develops leadership qualities,and enhances their potential in the respective subject areas.
- Teacher training/orientation programme in college is one of the major initiative of the college. The newly recruited teachers are provided one week in-house training programme which focuses mainly on use of eachin aids and making multimedia presentations.
- The institution readily provides the necessary infrastructure and ICT facilities to adopt new techniques and methodlogies to encourage the teachers.
- The College gives freedom to departments to explore new effective methods in teaching-learning. The faculty is open to adopt innovative teaching approaches and methods.
- Internet facility is being used for innovative teaching.
- Teachers and students are facilitated with Inflibnet and e-journals access, reference books and periodicals.
- Use of Google Classroom: Students submit assignments, projects, class work and homework activity online through Google classroom.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Answer: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Answer: 9.33

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
8	3	3	1	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Answer: 3.52

2.4.3.1 Total experience of full-time teachers

Answer: 148

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Answer: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Answer: 12.14

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	3	3	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Answer:

The students are assessed based on formative assessment which is customised by the College to suit their needs and summative assessment as prescribed by the University.

- Formative assessment includes seminars, paper presentation, Group discussion, debate, MCQ test, assignments, projects, role playing, drama, Open Book Test, Internal class test.

- The Summative assessment prescribed by the University (70 marks external exam-MCQ and Descriptive) is the standard or benchmark for students to excel.

The College makes every effort to effectively implement the evaluation reforms of the university. The reform/changes in the university evaluation patterns are regularly intimated to faculty and students. The Heads of Department/ co-ordinators monitor effective and timely implementation of the system and procedure of evaluation. Weekly meetings are held with the department faculty for discussion of teaching methodology, techniques and academic performance of students, as well as activites and programmes of the department.

The Reforms of the University that the College has adopted:-

- The shift from Annual system to Semester System.
- University examination evaluation system-70 marks external assessment and 30 marks internal assessment.
- Inernal evaluation of University external exam answer scripts except for 4th and 6th semester end examination (External Evalaution)

The Reforms initiated by the College for evaluation are:

- For continous evaluation the College adopted some evalaution methods for internal assessment i.e., for 30 marks.
- The internal assessment is divided into 4 components: 1) Class test-10 marks, 2) Assignment-10 marks 3) Subject enrichment activity (oral test, presentation, project, group presentation, group project, group assignment, deabte)-5 marks, 4) Attendance- 75% and above-5 marks. A minimum of 3 class tests are required to be conducted by the subject teachers, out of which an aggregate is taken or the highest marks scored in any of the class tests which is left to the discretion of the subject teacher.
- Lesson Plans: Teachers maintain a lesson plan in order to track the progress of their syllabus and pace their internal assessment.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Answer:

Tetso College follows a transparent internal assessment process to ensure that every student is aware of his/her performance and has room for improvement along the way. Students are pre-intimated about the stipulated minimum marks necessary to be scored in the internal examinations to get clear results at the start of the academic session through an orientation programme. An overview of the result report is conducted with the students by the teachers at the end of the academic session to show them how they have fared and give teacher feedback.

- Internal Assessment printed marks are given/shown to the students and parents during the Parent-Teachers Conference.
- The internal assessment is divided into 4 components: 1) Class test-10 marks, 2) Assignment-10 marks 3) Subject enrichment activity (oral test, presentation, project, group presentation, group project, group assignment, deabte)-5 marks, 4) Attendance- 75% and above-5 marks. A minimum of 3 class tests are required to be conducted by the subject teachers.
- For attendance, the monthly attendance of students are posted on the notice boards (now the Tetso Student Intranet) for students to check and 1 week's notice period is given in case there are any corrections to be made. The attendance marks are allotted from the final aggregate attendance percentage.

- Students having any queries about evaluation of their internal performance are guided individually. They can also email helpdesk@tetsocollege.org in case of any issues or grievances with regard to their academic performance.
- Seminar, paper presentations, group discussions and debates help in identifying behavioral aspects of the students and developing communication skills and to create a more conducive environment and culture for discussion and continuous feedback. All these are done with the aim to make the student become an independent learner.

File Description	Document
Link for Additional Information	View Document

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

Answer:

- The College has a Grievance Redressal Cell which handles grievances of students.
- Regarding any grievance about University evaluation the Institute guides the students as per its procedure.

1. **Criteria-1: University exam form-fillingGrievances**: Discrepancies in Name, Subject combination etc
   A. Grievances: Discrepancies in Name, Subject combination etc
   B.Correction Mechanism: The College Examination cell
   Appropriate form is filled by the student to make necessary corrections within the stipulated time period. This is reported to University   Examination Centre. After authentication, the University Examination Centre makes the necessary corrections.
2. **Criteria-II**: **Issue of Exam Admit Card**
   A. Grievances: Discrepancies in Name, Roll: No or Registration Number.   B. Correction Mechanism: The College Examination cell
   Appropriate Form is filled and submitted by the student to the college Examination Cell/office and the document is forwarded to the University Examination Centre for necessary corrections.
3. **Criteria-III: Evaluation**
   A. Grievances: Re-evaluation
   B. Correction Mechanism: The College Examination cell
   If student desires re-evaluation of the answer sheet then he/she needs to apply to the University in the prescribed Proforma. The form is authenticated and forwarded by the College to the University.
4. **Criteria-IV: Correction of Mark-sheet**
   A. Discrepancies in Mark Sheet
   B. Correction Mechanism: The College Examination cell
   The College asks for a written application from the student regarding the grievance. Thereafter, the individual application is sent along with supporting documents to the University Controller of examination, who then scrutinizes and makes necessary correction

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Answer:

The College has an effective plan for teaching-learning and evaluation processes. To cater to the needs of students the various strategies and mechanism adopted by teachers are students centric.

1. The Academic Calendar is prepared by a committee comprising of the Principal, Vice-Principal, Administrator, HODs with the help of IQAC. The academic calendar has minute details of teaching days, examination date, College activities, departmental activities and various other events. The academic calendar is communicated in advance to all the departments. It is also made available to students through the college website.
2. A central Class-wise timetable is prepared towards the end of every academic session and distributed in advance to all the departments.
3. The Teaching plan is prepared by individual teachers, verified and monitored by the HODs. The Teaching plans are periodically assessed by the HODs and Vice-Principal to ensure that the work assigned is completed on time. The teaching plan includes the following aspects- 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 method.
4. The College follows a well structured internal evaluation method for UG Semester Courses. The schedule for internal evaluation (Class Test & Assignment Dates) is prepared well in advance and displayed on the notice boards. The College internal evaluation criteria are - Class Test (10 Marks), Assignment/Project (10 Marks), Subject Enrichment Activity (Presentation/Oral Test/Debate/Group discussion/Quiz) (5 Marks), and Attendance 75% and above (5 Marks).

File Description	Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Answer:

The college has clearly stated learning outcomes for all the programmes.

- The Students are made aware of these learning outcomes in the first interaction/Orientation programmes where the Principal addresses all the students. The students are informed about the University internal (14 Marks) and external (32 Marks) qualifying marks.
- The teaching staff from all the departments of the college formulates learning outcomes for each course, and these are communicated to the students at the beginning of each new academic session.
- The internal and external examinations (final results) are made available in the institutional website/College Facebook page and notice board.

The following strategies/activities are used to achieve outcomes:-

- Well structured Academic calendar- Working days, Time table, exam details & College activities.
- Regular Attendance
- Regular performance appraisal semester-wise
- Departmental reviews
- Monitors daily teaching periods
- Career guidance and counseling sessions

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Answer:

- The progress and performance of students are continuously assessed and monitored through the duration of the course / programme. The results/marks of each assessment are displayed on the Notice board and College official website.
- The University Results are analyzed by each department.

Course wise result analysis (NU 6th Semester/Final Exam)

Name of the Course/Programme	Year	Enrolled	Appeared	Passed	Pass Percentage
General (BA)	2013-14	102	99	64	64.66%
	2014-15	47	42	33	78.57%
	2015-16	61	58	38	65.5%
	2016-17	71	42	17	40.48%
	2017-18	77	73	36	49.3%
English (Hons)	2013-14	6	6	6	100%
	2014-15	13	12	10	83.33%
	2015-16	34	32	24	75%
	2016-17	32	26	15	57.69%
	2017-18	35	35	26	74.28%
Education (Hons)	2013-14	5	5	4	80%
	2014-15	9	9	7	77.77%
	2015-16	7	7	7	100%
	2016-17	9	9	6	66.6%
	2017-18	5	5	4	80%
Economic (Hons)	2013-14	-	-	-	-
	2014-15	-	-	-	-
	2015-16	-	-	-	-
	2016-17	-	-	-	-
	2017-18	7	7	6	85.7%

History (Hons)	2013-14	7	7	7	100%
	2014-15	3	3	3	100%
	2015-16	6	6	6	100%
	2016-17	13	13	10	76.92%
	2017-18	12	12	11	91.6%
Political Science (Hons)	2013-14	4	3	3	100%
	2014-15	5	3	3	100%
	2015-16	13	13	12	92.30%
	2016-17	24	20	14	70%
	2017-18	27	27	19	70.3%
Sociology (Hons)	2013-14	6	6	6	100%
	2014-15	9	9	8	88.8%
	2015-16	9	8	8	100%
	2016-17	11	10	8	60%
	2017-18	19	19	12	63.1%
Commerce	2013-14	11	11	10	90.9%
	2014-15	5	5	3	60%
	2015-16	18	18	16	88.8%
	2016-17	18	16	9	56.25%
	2017-18	14	14	8	57%

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Answer: 63.21

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Answer: 122

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Answer: 193

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.29

3.Research, Innovations and Extension
3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Answer: 1.45

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0.20	0	1.25	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Answer: 0.01

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Answer: 1

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Answer: 170

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Answer:

The College in its capacity contributes to research and knowledge by encouraging its students to undertake fieldwork and study on various topics ranging from Naga culture and tradition, industry and social and economic issues in Nagaland. 23rd January 2017, Hon'ble Governor P.B. Acharya, Governor of Nagaland announced a scholarship to students for excellence in sports and community studies. Steps towards its initiation began and this

year the Governor's Dr. T. Ao Scholarship was announced with the intention of encouraging study on Naga culture and tradition.

Apart from that, curating content and publication of e-journals and e-books are in progress by all Departments. Teaching faculty have also been attending Conferences and workshops and presenting papers to share knowledge and new findings in their area of research. Subscription to important department journals, and all staff have their own login id to access online e-journals and resources at any location. Comfortable reading and study rooms exist in the library to create a space for reflection, thinking and innovation.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Answer: 5

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	0	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Answer: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer: No

File Description	Document
Any additional information	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Answer: 0.02

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Answer: 0.88

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	12	11	2

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Answer:

1. On 12/06/2013, 4(four) volunteers participated in the Painting Competition organized by NSACS on the theme 'Give the Gift of Life: Donate Blood. 'Eight volunteers donated blood on World Blood Donors' day at Civil Hospital, Dimapur on 14/06/2013. Two volunteers donated at Zion Hospital, Dimapur on 3/09/2013.
2. Awareness campaign on HIV/AIDS was held at the College Conference Hall on 22/05/2013 which was followed by a Blood Donation Drive. On the same day, Red Ribbon Club, Tetso College was also a part of the promotional video shoots which was initiated by the NSACS. A team led by Ms. Narola Longchar came to the college for shots.
3. The Department of Sociology organized a paper Presentation on "Gender Sensitization" at College Auditorium, 1:25 pm on 9th October 2015. To Understand the Issue of Gender Disparity and to promote Equality.
4. Department of Education and Department of History organized a Debate competition on the topic "Gender equality in Naga society" on 15th April 2015 at 1:30 in the college auditorium.
5. The NSS and Education Department visited Galilee Home on Saturday, 6th August 2016. They interacted with the children and had recreational activities bringing upon smile and happiness to the children.

6. Women cell Tetso College organized a 3-day workshop on -"Women Empowerment" in Collaboration with **Sheroes - growth network for women** on 19th -21st July 2017

7. Young Indians (Yi) Tetso college yuvas visited Dimapur Zoological park on 5th June 2017 to celebrate World Environment Day. With the theme," Connecting the people with nature"-Yi initiative against crime towards animals."We can we will".

8. NSS unit attended the World Aids day Programme and Slogan Competition on 01/12/2017. The programme was about AIDS awareness and there was a slogan competition on the same theme. Many resource person working with AIDS awareness came and share their views.

9. NSS unit attended a training program on life skill, leadership and personality development on 31-10-2017 to 02-10-2017. The programme was for three (03) days. The training was very educative, there was a resource person from the various institution like Integrated Development Association (AIDA), DYC, etc. The students got training on various interesting topics like Leadership, Motivation, Art of Public speaking, Team building, Communication, Manner, and Etiquettes.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Answer: 7

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	2	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Answer: 20

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14

7   7   2   2   2

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Answer: 28.5

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
445	228	105	99	92

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Answer: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Answer: 4

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

4.Infrastructure and Learning Resources
4.1 Physical Facilities
4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Answer:

The College ensures adequate availability and optimal utilization of physical infrastructure to create an environment of excellence in education through technologically advanced pedagogical tools. Each academic session after reviewing course requirements, computer-student ratio, budget constraints, working condition of the existing equipment and also students' grievances, assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Board of directors, Heads of the departments, IT technicians and system administrator.

- **The College has adequate class rooms, computer lab with computers available for facilitating teaching learning process. Wifi and internet connections with adequate speed are made available for academic purposes. Efforts are being made to stay updated with the latest hardware and software available in the market.**
- **Effective utilization of infrastructure is ensured through appointment of adequate and well qualified IT technicians/system administrator.**
- **The optimal utilization is ensured through encouraging innovative teaching – learning practices.**
- **The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, parent teacher meetings, Campus Recruitment, Coaching for competitive exam, Training classes, campus recruitments, meetings, seminars, conferences etc.**
- **The College has a well equipped Library with references and text books, journals, magazines, newspapers etc**
- **The Mentor-Mentee programme is a measure to groom and help students enhance their personality, interpersonal skills, emotional management and leadership qualities.**

The detail facilities available in the College are classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, Animal house, specialized facilities and equipment for teaching, learning and research etc.

Sl.No	Facilities	Numbers
		34
1	Classrooms	
2	Technology enabled learning space	The College has sufficient number of well-furnished, well ventilated, spacious classrooms for conducting theory classes. Well equipped computer laboratory with internet facilities –LCD/slide projectors are available to ensure the facility of effective learning to all the students.
		Administrative office is automated
3	Seminar halls	2
4	Tutorial spaces	2 (conference Hall)
5	Laboratories	1 Computer Lab
6	Animal House	1
7	Specialized facilities and equipment for teaching	Overhead projector- 4 Portable projector- 1 Visual projector- 2 Laptop with internet facilities: each faculty members Bulk Xerox and printer- 4 White boards in all classrooms
8	Learning and research	Library e-resources computer hive
9	Other infrastructures	Vehicle Parking stand Generator facility Inverter facility Solar water heater Safe water drinking facilities

File Description	Document
Link for Additional Information	View Document

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

Answer:

The College has adequate extra-curricular activity facilities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

1	**Badminton Indoor Stadium**	**01**
2	**Basketball Court**	**02**
3	**Volleyball Court**	**01**
4	**Table Tennis Hall**	**02**
3	**Auditorium**	**01**
4	**Open Air Amphitheatre**	**01**
5	**NSS**	**A very active NSS unit with 150 members under the guidance of NSS Officers**
6	**YI**	**Young Indians is very active in creating awareness among youths**
7	**NCC**	**1 Unit (Girls only)**
8	**Clubs**	**Prepare students for activities related to College level and University level competitions both in Arts and Sports**
9	**Gymnasium**	**01**
10	**Zumba Hall (Health & Fitness)**	**01**
11	**Cultural Activities**	**Summer Fest, Pow-Wow fest, Departmental fest & College week**
12	**Emergency facility**	**First Aid Box** **Handhold fire Extinguisher**

File Description	Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Answer: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 34

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Answer: 55.8

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
120	100	50	50	130

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Answer:

The College library is fully computerized and equipped with books, references works, e-books, e-journals, question banks, and variety of periodicals. It is enriched every year by addition of new books.

The College library provides variety of services to increase the use of its resources. The services provided by the Library are:-

- The reading room is well furnished to accommodate students at a time and provides conducive environment for study.
- Reference Service
- Circulation of Books, All the work related to issue and return has been computerized.
- A visitor's book is maintained for students, staff and public.
- 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.
- Display of new arrivals
- All books are bar-coded.
- Access to syllabus and old question papers set
- Book-Bank facility
- OPAC (On Line Public Access Cataloged)
- Open to public
- Internet facility
- Access to e-resources from INFLIBNET's N-List Consortium.
- Information deployment and notification (Information Deployment and Notification), Download, Printing, In-house/remote access to e-resources, User Orientation and awareness, Assistance in searching

- Databases and INFLIBNET/IUC facilities.
- Source Software Koha and D space have been integrated in the library enabling students and faculty to access books, journals and reference materials.
- Article Repository: Published research paper/article of the faculty members
- Book Repository : Published books of the faculty members

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Answer:

Sr.No	Items	Name of the Book/ Manuscripts	Name of the Publishe
1		International Encyclopedia of the Social Sciences	Macmillan Publication
2		Contribution to the Edinburgh Review In four Volumes- 1 to IV	A. Spottiswoode, Square, London
3		A Short Account of the Kuki-Lushai Tribes on the North-East Frontier (Districts Cachar, Sylhet, Naga Hills, etc;, and the North Cachar Hills) : With an outline Grammar of the Rangkhol-Lushai Language and a Comparision of Lushai with other dialects	Assam Secretariate F
4		The Sema Nagas	Macmillan
5		Problem of the Hills tribes NE Frontier 1873-1962	Spectrum Publication
6	Rare Books	The Rengma Nagas	Director of Art and C
7		The Angami nagas and the British	Spectrum Publication
8		Naga Insurgency	Cosmo Publication
9		From Generation to Generation	Kushe Humanity Fou
10		Encountering Life	HPH Books
11		My Experience in Manipur and the Naga Hills	Marston and Compai
		Reference book	Enclosed list/Link http://13.127.34.253 bin/koha/catalogue/ite
12	Manuscripts/ Special reports	An Existential Phenomenological Study of Stress	Sumitted to Dr. Tom Phenomenological Re Methodology Sourthe University at Universi
13		Pros and cons of Individualized Instructions	Submitted to Dr. Mai College teacher and C Southern Illionis Univ Cardondale

File Description	Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

1. *e-journals*

2. *e-ShodhSindhu*

3. *Shodhganga Membership*

4. *e-books*

5. *Databases*

Answer: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Answer: 5.31

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
9.62	4.73	1.96	6.76	3.49

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Answer: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Answer: 21.36

4.2.6.1 Average number of teachers and students using library per day over last one year

Answer: 195

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure
4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

Yes, the institution frequently updates its IT facilities including Wi-fi

Summary of hardware available:

Sl.	System Type	No. of Systems
1.	**Server**	**2**
2.	**Desktop PC**	**16**
3.	**Laptop**	**55**
4.	**Printer/Scanner/Copier**	**6**
5.	**Projectors**	**8**

- **Laptop are allocated to each faculty**

- **Computer lab with 70 laptops and a seating capacity of up to 80 with free internet access for both students and staff.**

- **Microsoft Office and antivirus applications are installed on each system and updated regularly.**

- **Canteen and Accounts office makes use of custom software from vendor StanPro tech to process student fees payments and manage inventory items. Data is stored and maintained using Oracle database engine.**

- **A local domain network with internet access is setup. Network is managed by a Windows 2012 server which hosts the custom software. Additionally, network printers and other resources are also hosted and managed by this server. This network is accessible via LAN and Wi-Fi. As of August 2017, all existing network switches and wireless routers have been upgraded to Gigabit Ethernet standards.**

- **Internet services on the local domain are provided via BSNL broadband and Reliance Jio.**

- **Network/Hardware/Software maintenance and troubleshooting is carried out by the IT department.**

- **Backups are created on a daily basis and stored physically on external drives as well as on Google cloud.**

- **All the students and faculty members are provided with e-mail id's and group mail under 'tetsocollege.org' domain with 30 GB of cloud storage each. Users and groups are managed by**

the IT department.

- **Free Wi-Fi access is available for all the students and staff via Reliance JioNet hotspots in the academic campus, as well as both the boys and girls hostel blocks with daily 1 GB FUP limit. Outdoor and indoor wireless equipment with backup power supply has been set up to provide seamless high speed internet.**

- **College website, staff and student intranet sites are accessible online which provides information and updates on events. Free to download resources like previous university exam question papers, journals, eBooks etc are also available.**

- **All the classrooms are transformed into ICT enabled classrooms equipped with wall mounted or portable projectors, a computer, internet connectivity and audio systems.**

- **Integration of Google classroom that aims to simplify creating, distributing and grading assignments in a paperless way and to streamline the process of sharing files between teachers and students.**

- **Heavy Integration of Google Cloud services to store and manage the College data.**

- **Library features AC reading rooms and free internet access with computer printing facilities. Library is open to public and also has an online question bank with previous years question papers. Thin-client server with 5 clients**

- **Integration of Koha Library Software in the library for quick and easy management of books and users. The library catalogue has been made accessible online to the public after successful integration on the cloud**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Answer: 7.78

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Answer: 74.31

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
145.3	137.92	60.84	71.22	182.1

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Answer:

The College has **institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college.**

- The Advisory Committee looks into the requirements of departments and if the needs are justified, then it is forwarded to the Managing Committee for approval and final purchase.
- The College maintenance office looks after the building, Classrooms, furniture's and maintenance works.
- The management provides gardeners for the upkeep of the garden and support staff for looking after the college campus and sanitation facilities.
- The College has professional employees in electricity, water supply, masons, carpenters and plumbing and computer engineers.

- The College has two (02) technicians for maintenance of hardware and software of IT infrastructure.
- Computers labs maintained periodically for virus updates. Computers and printers in the campus are maintained through M/s Synergy Services
- Maintenance of 02 Generators (160 KVA and 30 KVA each) is done through M/s Kirloskar Service
- Campus upkeep (cleaning of campus including parking areas, toilets and bathrooms) is done by permanent IV grade staffs.

- The College management Committee decides the major steps for location, upkeep and maintenance of sensitive equipments. To regulate voltage fluctuations Main Circuit Breaker (MCB) and Earth Leakage

Circuit Breaker (ELCB) are placed at prominent power supply units.

- The College has its own arrangement of constant supply of water through individual bore wells. Aqua Guard Water Purifiers are installed at Administrative building, Boys Hostel and Women's Hostel.
- Generator and Inverter facility, in the absence of electric power supply, is available with the college and utilized as per the requirements.
- The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities as given below. The total expenditure for the last four years

5.Student Support and Progression
5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Answer: 75.2

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
583	464	456	394	403

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Answer: 1.14

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
16	12	6	5	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

   1. For competitive examinations

   2. Career counselling

   3. Soft skill development

   4. Remedial coaching

   5. Language lab

   6. Bridge courses

   7. Yoga and meditation

   8. Personal Counselling

Answer: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Answer: 36.54

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
302	228	215	200	180

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Answer: 25.56

5.1.5.1 Number of students attending VET year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
739	19	44	57	105

File Description	Document
Details of the students benifitted by VET	[View Document]

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Answer: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]
Details of student grievances including sexual harassment and ragging cases	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Answer: 7.68

5.2.1.1 Number of outgoing students placed year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
2	7	3	11	9

File Description	Document
Details of student placement during the last five years	[View Document]

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Answer: 37.7

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 46

File Description	Document
Details of student progression to higher education	[View Document]

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Answer: 8

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Answer: 1

5.3.1.1 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-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Answer:

The College has a student council duly elected by the CRs and ACRs. The Student Council comprises of the following:-

1. Chairman of student council: Principal
2. General Secretary
3. Assistant General Secretary
4. Coordinator
5. Assistant Coordinator
6. Finance Secretary cum Treasurer

The student Advisory Committee consists of 4 members appointed by the Principal from among the faculty members. The election to the Student council is held at the beginning of the academic session as per the College student council constitution. The main responsibilities of the student council is to encourage and motivate students to participate in various extra-curricular activities like sports, cultural activities etc. The fund of the student council is allocated and provided by the College depending on the nature of events and activities.

The College student council actively participates in the academic & administrative bodies empowering them to gain leadership qualities and execution skills. **The Student Council/students are part of various College Committees:**

1. **IQAC Committee:** The General Secretary of the Student Council is a member of the IQAC who bring forth constructive students grievances and suggestion to enhance the quality of education in the College.
2. **Disciplinary Committee:** The Disciplinary committee comprising of student members maintain discipline in the College (Classrooms, uniform, class bunking issue, behavioural issues, Gutkha checking- Tobacco Free campus).
3. **Grievance and Redressal Committee:** To maintain a harmonious educational atmosphere in the College, the students develop a responsive and accountable attitude among all the stakeholders.
4. **Women Cell (Prevention of Sexual Harassment Cell):** The student representatives and faculty members play active role to prevent sexual harassment in the institute. The College community promotes environment of gender equity among the students, teaching and non-teaching staff.
5. **Anti-Ragging Committee:** The student representatives are educated by the Committee members comprising of faculty regarding anti-ragging policy. The anti-Ragging Committee and student council monitor in preserving ragging free environment in the College.
6. **NSS Committee:** The NSS Committee and student representatives motivate the students to participate in various voluntary Community service programs like Blood Donation Camp, Social works or cleanliness drive in the College and vicinity.
7. **Sports Committee**: The Sports Committee comprising of student representatives motivate the students to participate in indoor and outdoor games like volley ball, basket ball, badminton, table tennis and caroms. The student council is responsible for planning and organizing the Annual sports week.
8. **Cultural Committee:** The Faculty and students representatives organise extracurricular activities for students to explore their hidden talents through various activities like summer fest, Scholastic day and other extra-curricular department/ College activities (Drama/Act play, stand-up-comedy, singing, choir competition, cultural dances, Tetso got talent, extempore, essay competition and debate)
9. **Editorial board- 3T online newsletter:** The College 3T online newsletter is fully prepared, maintained, manage and circulated by the Student representatives with the supervision of the Editorial board.
10. **Music Club/History Club/ Photography Club:** The faculty and student representative encourages students actively participate in various clubs activities to enhance their creativity and skills.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Answer: 4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	3	4	3

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Answer:

The College Alumni association creates and maintains connection between the institute and its Alumni. The College formally/informally interacts with the Alumni association and organizes alumni meet. The Alumni meet provides a good opportunity for the College to take feedback in informal ways to improve the academic and administrative processes.

- **The College invites former faculty members at various institutional programmes and keep in touch with them in an informal way**
- **Some Alumni are also invited to deliver lectures in their chosen field of expertise :**

1. Easterly Aye- Department of History, served as Asst. professor (July 2012-September 2013
2. Nivibo- Department of Sociology, Served as Asst professor (July 2015- June 2017)
3. Merangtsuba Longkumer- Department of History, served as Asst. professor (Novermber 2017)
4. Meteu Therie- Department of English, served as Asst. professor (January 2018- April 2018
5. Khesheli Aye, Department of Sociology, served as Asst. professor (July 2017- July 2018)

- **List of Alumni employed/working in the College**

1. **Dr Hewasa Lorin (Vice-Principal)**
2. Toshimenla Ao, Department of English, serving as Asst. professor (From November 2017- Till date)
3. **Alen Swu (Office Assistant)**
4. **Ejoele Pame (Asst. Accountant)**

- **Alumni representation in the IQAC**
- **Feedback by participating in IQAC meeting**
- **Alumni Association provides a forum for establishing a link among the alumni, staff, and students of the College.**

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Answer: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Answer: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

6.Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Answer:

The College provides administrative as well as academic autonomy for effective governance to the Principal, Vice Principal, Administrator, Heads of the department, faculty and Committee Coordinators, NCC and NSS programme officers. The Departments are given freedom to prepare department plans and activities. The College has various Committees to facilitate smooth functioning and conduct of all the activities in the college. The Committee Coordinator assign responsibility to the members, convene meetings and co-ordinates the proceedings of various activities. A team of Faculty members and Students coordinate the co-curricular and extra-curricular activities in the College. The faculty and students through various committees and clubs are involved in the decision-taking process.

The College Management board in collaboration with IQAC makes sure that the policy statement and action plans are aligned with the vision and mission of the institute. It is also involved in communicating and reviewing the policies and action plans from time to time through meetings with various stakeholders.

The College management board and HODs meet together and prepare the Academic calendar before the commencement of a new academic year. The faculty prepares the academic teaching plans Extra-curricular/ Co-curricular activities (Sports week, department fest, cultural activities etc) are integrated

in the Calendar. The management, faculty and students work together to implement the strategic plans of the College in letter and spirit.

The College stands committed to its Motto "Strive for excellence" in all aspects by providing a dynamic and friendly learning environment on the campus. The college endeavour to impart quality education through traditional and innovative learning practices. To reinforce the culture of excellence it strives to produce good academic result, felicitate excellent students and staffs, and encourage students to participate in co-curricular and extra-curricular activities.

The College understands the importance of dynamic policy and planning. A periodic need analysis is carried out with the help of key administrative (Principal, Vice Principals and Administrator) and academic personnel (Heads of departments and faculty members). Interaction with various stakeholders like Government, Directors of Higher Education, University, civil society, Alumni, Parents, teachers and students provides valuable inputs for future policies and planning. SWOC analysis taken by each department is considered for policy and planning. The changing global scenarios as well as local needs are understood by consulting the stakeholders. The College management body provides all the necessary administrative, financial and logistic support for any new plans designed for the benefit of stakeholders. A conscious effort by the management and stakeholders generates positive momentum needed to bring about change and maintain the brand reputation of the College. The Following procedures are adopted by the College to monitor and evaluate policies-

- The Feedback system (Regular Feedback collected from the stakeholders for monitoring the policy/plan)

- Regular meeting (Annual Governing board and IQAC meeting, Monthly Management and Faculty meeting, Weekly HODs and Department Meeting)

- Department review meeting by the Principal with HODs

- Periodical internal and external audit

- Attendance and result analysis meeting

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Answer:

Yes, the College is committed to promote decentralization and culture of participative management. The Principal, Vice-Principal, Administrator, HODs, Faculty, Student council and IQAC are responsible for academic and administrative leadership of the college. The meetings and feedback from different stakeholders is an indication of participative management. The College participative organization structure and decision making process is as follows:-

- Participative Management Level-I (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. All of its decision and policies are made keeping in mind the vision and mission of the College.

- **Participative Management Level-II (IQAC):** The IQAC initiate, plan and supervise various activities that are necessary to increase the overall quality standard in the College.

1. The IQAC frame modalities to collect data and information on various aspects of institutional functioning.

2. Disseminate information on quality aspects.

3. Record and monitor quality standard of the institution.

4. Act as a nodal agency of the College for quality-related activities.

5. Collect feedback and suggestion from stakeholders for quality improvement.

6. Prepare the Annual Quality Assurance Report (AQAR) and such other reports as may be decided from time to time.

- **Participative Management Level-III (The Management body):** The management body comprises of the Principal, Vice Principal, Administrator, Director of facilities and HODs.

- The Principal takes operational decisions by open consultations with all the faculty members during regular teaching & non-teaching staff meetings.

- The Vice Principal assists the Principal for the smooth functioning of the administrative and academic programs.

- The College administrator oversees the admissions procedure, disbursement of university materials, budgets from payroll to maintenance of the physical plant; supervise personnel and keep track of College records.

- The Director of facilities supervises the support staff for responsible social, fiscal and environmental stewardship.

- The Heads of departments are given freedom to administer their respective departments, plan and execute academic programs.

- The Management and faculty members conduct open meeting with students and parents to seek suggestions to improve the academic climate of the college through Parent – Teacher conference.

- **Participative Management Level-IV (faculty Level):** Faculty members play an active role 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. Class Teachers are appointed to facilitate smooth conduct of academic activities throughout the year and monitor the overall progress of the students.

- **Participative Management Level-IV (Internal management Committee):** Faculty members are given representation and responsibilities in various academic, administrative and other non-statutory committees to make the administration open and transparent. Some of the statutory and non-statutory committees are-Management Committee, Admission Committee, Anti-Ragging Committee, Examination Committee, Grievance Committee, Career guidance and placement Cell, Internal Quality Assurance Cell, Library Committee, Alumni Committee, Sports Committee, Disciplinary Committee etc.

- **Participative management Level-V (Student Level): The Students through the Student council actively participate in various curricular, co-curricular and extra-curricular activities.**

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Answer:

Yes, the institute has strategic plans and deployment documents. The perspective plan is drawn as short-term and long-term goals from different aspects of the functioning of the college such as teaching and learning, research and development, industry interaction, community engagement, human resource, planning and infrastructure. The institution takes effort in finding the key indicators for performance assessment and development. It addresses issues from the stakeholder's feedback perspective and takes steps to fulfill their requirements inorder to provide quality learning environment.

Strategic plan and deployment

Sl.No	Strategy	Deployment
1	To start BBA and PG courses	• BBA (Introduced June 2018) • PG Programme Applied
2	To start vocational and skill oriented based courses	• Soft Skills and Free Computer classes introduced 2017 • Skill development training courses in collaboration with NIAPA introduced on 2017
3	Automation of library services and digitization of very old manuscripts	Library is fully automated
4	To construct new Administrative block, staff room, teaching and non-teaching apartments, and Classroom	Construction started for New administrative block
5	To Apply for Major and Minor research projects from UGC	Received fund for MRP on the Topic "Naga self-formation; rediscovery of Rengma proverbs and dreams"
6	To Organized conferences, Seminars,	Organised on a regular basis

	Workshops, Faculty development programs in the College	
7	To Invite eminent scholars from different fields	DoT Talk session was started where eminent scholars and personality from different walk of life come and interact with the students.
8	Publication of research Journals/E-book/Blogs	- Tetso Interdisciplinary Journal (3 volume published ISSN code) - E-book (English Department has published four e-book with ISBN code 3T chronicles blogspot manage by English department - T-Caffe blogspot manage by the Department of Political Science - Tetsonomics blogspot manage by the department of Economics
9	Performance & Attendance bonus Award	Awarded Yearly
10	Curricular Development	- Orientation for students and new faculty - Faculty training on ICT
11	Teaching and Evaluation Plan (Promote extensive use of ICT in all academic and administrative transactions)	- Lesson Plans are prepared by faculty members - Students are informed of the academic plan, activities, internal test and assignments/projects. - For the first week teachers explains the course structure and scope of the topic to be covered. - HODs review syllabus coverage in departmental meetings. - Power point presentations, Google classrooms and various innovative methods are used by the faculty for effective learning
12	Continuous monitoring & evaluation process	- Students online feedback system - Teachers Self- appraisal
13	Campus recruitment/ interviews to be arranged over a period of time in collaboration with various companies and institutes.	Tetso College Career Counselling and Placement Cell in collaboration with various organisations like Nagaland Job Centre, YouthNet and Young Indians have conducted campus recruitment. The recruiting agency such as Riven Honda, Axis Bank, Aptech Aviation Academy, Ashok Leyland, Bambusa, Hotel Highway Lodge, Niathu Groups, and Pro Rural, NIAPA, and Tata Consultancy Service participated in the events.
14	Exam orientation/ Evaluation and Assessment programme/training	Conducted before each semester exam

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Answer:

1. **Organizational structure: The Governing body/board of directors is the apex body which acts as the supreme authority of the institute. It frames plans and policies, takes decisions and evaluates its implementation and execution by various committees. The Principal, Vice-Principal, Administrator, HODs, faculty and administrative staffs are involved in the decision making and implementation process. The delegations of authority operate through a well structure organizational hierarchy chart.**

1. **Various Committees/bodies: The various committees like Examination, Library, Discipline, Research Coordination Committee, Anti ragging Cell, Grievances and Redressal Cell, Career guidance and placement Cell, etc work as per the guidelines of the college authorities.**

2. **Service Rules & Procedures: The Institute strictly fallows the service rules according to the UGC and University norms.**

- **Recruitment: The College fallows the University and UGC norms for staff recruitment. The HODs review and submit the consolidated staff requirement to Principal through Vice- Principal or Administrator and conduct the recruitment as per the norms. The vacancies, if any, are advertised in the newspapers/social media/college website.**

- **Promotional Policies: Promotions to higher position is based on seniority and qualifications. The pay band/ incentives/emoluments are decided by the Management as per the college policy in case of promotions with higher responsibilities.**

Grievance redressal mechanism: The Grievance redressal Committee members meet to discuss and resolve the grievances, if any, received in writing from the concerned students or staffs. The committee members in consultation with the Principal, Vice-Principal and Administrator deliberate the issues and convey the decision to the aggrieved students/staffs.

File Description	Document

Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. *Planning and Development*
2. *Administration*
3. *Finance and Accounts*
4. *Student Admission and Support*
5. *Examination*

Answer: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Answer:

The College has a well-defined system to monitor and evaluate the effectiveness and implementation of the policies and plans of the institution. The Management monitors and evaluates the effective functioning of the institute through various academic and administrative committees.

Sl.No	Title of Committee	Date of Meeting	Resolution	Status
1	HODs & Supervisory Meeting	20/6/2017	Agenda No.1: Complaints register to be maintained by Ms Medoteu Dianu for all maintenance issues.	Implemented
2	HOD Meeting	13th July 2017	**Agenda No. 5: Parking and Traffic Control:** Separate parking lot for two wheeler and four wheeler vehicles	Implemented
3	HODs & Supervisory Meeting	3rd August 2017	Agenda No. 2: **Provision for special leave for research studies:** To be taken on a case by case basis. Teachers are encouraged to pursue research and attend refresher courses, arranging for substitute teachers if needed.	Implemented
4	Board of Directors Meeting	7th Sep 2017	**Agenda No. 3: Google Classroom training for BA and BCom 1st year students** Suggestion: • DOT Column (Morung Express) • Placement Cell - Tetso collaborated with NIAPA • Free computer courses to student (NIELIT certificate) • soft skills training • Job Fair with YouthNet	Accomplished

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Answer:

The institute consistently makes efforts to take some welfare measures for the staff members. The following welfare schemes are available for teaching and non-teaching staff,

- The Institute organized Teachers Awareness Programs (TAP) and Teachers Training Programs (TTP) for motivation and empowerment of the faculty
- Revision of staff salary regularly to be at par with the government and other institutions
- Attendance and performance bonus/incentives for teachers
- As per government rule EPF for staffs is provided and maintained.
- Leaves available to teaching and non-teaching staff – Vacation leave, casual leave, Urgent leave, medical leave and Maternity Leave.
- Duty leaves for attending seminars, conferences and workshops. For encouraging the faculty towards research and development, the management permits the employees to attend national and international conferences, seminar, and workshops by sanctioning them duty leave.
- One additional increment is given if the Faculty member clears UGC-NET or gets Ph.D. awarded.
- If a faculty takes leaves due to examinations, necessary alternate arrangements are made accordingly
- Healthy and hygienic work environment
- The faculties are free to use the ICT Infrastructure and take assistance of manpower as and when required, as a support
- Accommodation facilities for teaching and non-teaching staff.
- House rent allowances
- Special study leave and financial support is provided to faculty members pursuing further studies.
- The Staff Club encourages sports and cultural activities of the faculty members. Each academic year a gathering and recreational activities of faculty member is organized by the staff-club.
- Free bus service for teaching and non-teaching staff
- The Institute provides college uniform to non-teaching staff (Security Personal and peons).

File Description	Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Answer: 0

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

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Answer: 2.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	2	1	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Answer: 8.48

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	3	3	4

File Description	Document
IQAC report summary	View Document

| Details of teachers attending professional development programs during the last five years | View Document |

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Answer:

The College has adopted the following self-appraisal method to evaluate the performance of the faculty in teaching, and non-teaching staff:

- **The Vice-Principal and HODs monitor the performance of the newly recruited teachers by directly interacting or conducting shadow class, gathering information relating to classroom situation and suggest changes, if required.**

- **The appraisal report of the faculty is submitted and review by the College management**

- **The students' online feedback system has a well defined set of questions that help the students to evaluate the teachers on subject knowledge, communication skills and various parameters.**

- **The teacher's punctuality in attending meetings and classes, the pattern of availing leave facilities, the extra hours spent in the college relating to academic work and the degree of sacrifice or multi tasking are some of the parameters for performance assessment.**

- **The performance of non-teaching staff is appraised by quantum of work they execute. The execution, co-operation and effectiveness extended in the office are the major criteria for evaluating the individual's performance. The degree of involvement, accuracy in execution time taken for disposing a file and regularity of attending the office are some of the assessing factors.**

6.4 Financial Management and Resource Mobilization
6.4.1 Institution conducts internal and external financial audits regularly

Answer:

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from external resources have been appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate each year. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings or objections. The reports and outcomes are thoroughly assessed by the College management and IQAC, whereby the shortcomings are addressed in a systematic manner. Minor errors when pointed out by the audit team are immediately corrected and rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal & external financial audit system. These audits have helped in improving our academic and administrative processes with regard to teachers' appraisal, student activities, addition of equipment, books and journals, infrastructure etc.

| File Description | Document |

Link for Additional Information	

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Answer: 1.6

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
0.10	0.50	1	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	
Annual statements of accounts	

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Answer:

The College is a self-financed institution, where the funds are generated through the fees paid by the students. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. The Management prepares the Institutional budget every year taking into consideration recurring and non-recurring expenditures. All the major financial decisions are taken by the College Managing / Governing Body. The financial transactions are analysed and verified by the governing body under different heads like Salary, Research & Development, Training, Software & Internet charges, Library Books / Journals, Repair & maintenance, Printing & stationery, Equipment & Consumables, Furniture & Fixtures, housekeeping, electricity, water and vehicles.

The Financial matters are closely monitored by the accounts office. In case of any need where the financial support is required, proper demand in writing is made from the concerned Department. The statement of accounts containing details of income and expenditure is properly maintained ie, all transaction has transparency through bills and vouchers. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

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

Answer:

The College has established an Internal Quality Assurance Cell (IQAC) which is in operation since 24th March 2011. The College IQAC has played an instrumental role in framing and implementing the policies of the college. The Institute's existing policies on academic and administrative systems in

respect of process of teaching learning and evaluation system, level of satisfaction for academic performances, faculty recruitment and training or qualification enhancement are of high standard. The institutional policies with regard to quality assurance are:-

- Developing quality benchmarks or parameters for various academic and administrative activities of the institution.

- The departments and committees dealing with various activities implement the IQAC guidelines and report the feedback.

- Motivate and encourage teachers to develop professional skills.

- Involve in co-curricular and extra-curricular activities and contribute to overall development of students.

- The IQAC plays a vital role in maintaining and enhancing the quality of the teaching and learning process and suggests quality enhancement measures to be adopted.

- Prepare and Collects feedback response from students, parents and other stakeholders on quality related institutional processes.

- Providing resources and infrastructure for optimization and integration of modern methods of teaching and learning (ICT).

- To maintain the Digital library (E-Library).

- Timely, efficient and progressive performance of academic, administrative and financial tasks. Consistent efforts to mobilize resources, which would enhance the overall quality of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

- Organise seminars, guest lecturer and trainings for staffs. Orient newly recruited teachers through in house induction programmes / faculty development programmes.

File Description	Document
Link for Additional Information	View Document

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

Answer:

The IQAC adopted the following mechanisms to continuously review the teaching-learning process to ensure quality efficiency in academic and administrative activities:-

1. The Academic calendar is prepared incorporating academic, co-curricular and extra-curricular activities.

2. **Meetings are used as a platform to review teaching learning process (Monthly Management board and HODs meeting, Monthly faculty meeting, Weekly HODs Meetings, Weekly department Meetings, Periodic IQAC and Committees meetings)**

3. **Preparation and execution of teaching plan by faculty**

4. **The teaching – learning process is facilitated through qualified, trained and experienced faculty with support from office staff. The students are encouraged to use the library resources and internet facilities apart from classroom teaching.**

5. **Review of Teaching plans /syllabus status by HODs**

6. **Daily Teaching Report is maintained by faculty and submitted to the HODs**

7. **Daily entry of attendance and academic activities of students by Class teachers and supervisors**

8. **Internal evaluation test (Class Test, Assignment/project work, presentation, debate, quiz, drama/play and group discussion)**

9. **Evaluation of faculty member at the end of each semester through appraisal report mechanism (Teachers Self appraisal Pro-Forma).**

10. **Feedback on teaching is taken by IQAC for all programmes every semester. A teacher is evaluated on different parameters such as communication skills, quality of teaching, content and method of delivery, resourcefulness and accessibility/ availability to students.**

11. **Stakeholders feedback enables us to understand and improve teaching learning process.**

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Answer: 3.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
7	4	3	2	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements*

2. *Academic Administrative Audit (AAA) and initiation of follow up action*

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

Answer: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle)

Post accreditation quality initiatives (second and subsequent cycles)

Answer:

The IQAC of the College has initiated Quality enhancement initiatives over the last few years.

- The library have been strengthened by the addition of latest publication books and references books, we have also established book banks to chatter the needs of the students.
- The College has collaborative activity in a formal way with other organisations
  - NIAPA- Skill development
  - ALS- Coaching for competitive examination
  - NIELIT- Computer Course
  - Mountain Music Academy- Music Courses
- Meritorious students and teachers are being encouraged and facilitate with prizes, mementoes and financial aids.
- Soft Skills and free Computer classes have been introduced for students
- The College ensures availability of state and central scholarships as well as institutional freeships for Meritorious and needy students.
- The College has a well defined mentoring system. Each faculty act as a mentor who looks after student's attendance, performance, discipline, efficiency and over all soft skills development of students.
- 3T online newsletter has been introduced to report and appraise the ongoing functioning of the staffs, students and stakeholders.
- The College fallows a comprehensive evaluative process ie, Monthly/weekly test, assignments/projects, presentation, debate, quiz, group discussion and co-curricular activities.
- Providing ICT centric environment to students. Facilities like free Internet with WiFi system, computer Labs, LCD, loudspeaker sets, White boards and Google classroom are also used for interactive learning experience.
- Display boards and students intranet are used for sending circulars.
- Clean water dispensing machines are installed at convenient locations in the premises.
- Online fee payment and mobile Apps have been introduced.
- A formal feedback designed by IQAC in obtained from major stakeholders.
- For faculty enrichment the college organizes national seminars/ workshops on various topics giving emphasis on research methodology. The faculty members have attended orientation, refresher courses, seminars and conferences for professional development.
- Field trips / Excursions/ study tour are arranged each year to promote learning beyond classrooms.
- Research committee has been formed to evaluate research activity in the College. It apprises teaching staff regarding research projects of various funding bodies.

- The College publishes an annual journal "Tetso Interdisciplinary Journal" (ISSN 2319-2925) featuring scholarly work from Universities across India.
- The College NCC & NSS wings have conducted various Activities –blood donation camps, plantation drive, participated in swatch Bharat Abhiyan, digital India and Young Indian activities.
- Student councils and class representatives play active role in the college functioning by organising various activities.
- To initiate good governance the institute adheres to Participatory and decentralized management. Powers are delegated to various committees for decision making.
- Management ensure availability of resources in the campus like construction and renovation of building, Physical infrastructure, library resources, ICT, sports facilities, research activities, office administration etc.
- IQAC of the college has been instrumental in generating awareness regarding UGC notifications on Academic aspect. It ensures resource availability and its utilization, Review of student's performance, infrastructural availability and academic performances.

7.Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Answer: 4

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	0	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security

2. Counselling

3. Common Room

Answer:

Safety and Security: Utmost priority is given to the Safety and security of the students, teaching and non-teaching staffs as well as the infrastructure of the College. The following measures taken for this are:-

(1) The College has installed CC (Close circuit) cameras in the main administrative block to monitor activities within the prescribed zone/ area.

(2) The College has round the clock security at the gate/ entrance.

(3) The College appoints security personals for safety of vehicles/ two wheelers of the staffs and students

(4) The College remains in touch with the district administration and police of the district for safety measure of our Students.

(5) The College has a Women cell and Anti-Sexual Harassment Cell which looks after the issues pertaining to women in particular. To uphold Women's Right to protection against Sexual Harassment and the Right to Livelihood and to create healthy and secure environment, the college organized awareness program on topics such as "Gender equality in Naga society" on 15th April, 2015, a paper Presentation on "Gender Sensitization " on 9th October, 2015, "Women Empowerment" in Collaboration with Sheroes-growth network for women on 19th -21st July 2017, a National Seminar in March 2017 on "Challenges and Issues of Tribals in India in which papers selected were on "*"The Economics of Gender Discrimination and and Human Development", "Gender Politics: Systematic Unseen Barriers to Naga Women Rising", "Impact of Drug and Alcohol Abuse on Social and Health Issues of Women in Nagaland".

(6) The College has separate hostels for girls and boys with good security.

(7) For any emergencies, the college has put up the helpline no. for fire, police and hospital on college main notice board and in both hostel notice boards, including the online staff and student intranet.

(8) Disciplinary Committee is set up at the college and institutional level.

Counselling: Though Tetso College has a policy to conduct counselling at various levels including Mentor-Mentee system, enlisting a professional Counselor, the college has taken special care for counselling in gender equality and gender amity. The Counselling programme offers assistance and support to students. The College Counselor occasionally sits with students and counsels them on behavioural/personality development/ career prospects, gender equality sensitisation to promote the well-being of male and female students, as required. On occasions, motivational lectures or career guidance session are also conducted for the benefit and well-being of students. Faculty counselors are also available to students through the Mentorship programme. Awareness and Counseling has been generated to ensure that complaint will be dealt with in a sensitive, equitable, fair, timely and confidential manner. Students can also email counselling@tetsocollege.org to book a session.

Common Room: There is a combined common room for both male and female in the College office. For the campus residents, there is a common mess hall for both genders to maintain equilibrium. However, the institute provides separate washrooms for male and female with basic amenities for each. The facilities include a pantry, fridge and some leisure tools.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Answer: 1.82

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Answer: 1.98

7.1.3.2 Total annual power requirement (in KWH)

Answer: 108.64

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Answer: 85

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Answer: 5.644

7.1.4.2 Annual lighting power requirement (in KWH)

Answer: 6.64

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- *Solid waste management*
- *Liquid waste management*
- *E-waste management*

Answer:

Solid waste management :

(1) There are separate dustbins for the biodegradable and non biodegradable waste which are placed at various locations on campus.

(2) The dustbins are labelled with proper instructions to clearly distinguish the waste and dispose the same.

(3) Small amount of vegetative waste is disposed off through Smart bins.

(4) About 50 smart bins are placed in many places like in girls and boys hostels, the canteen, and other places in the campus where vegetative wastes may be produced. The Green-coloured dustbins are meant for wet and biodegradable wastes. Blue-coloured dustbins are meant for disposal of plastic wrappers and non-biodegradable wastes.

(5) Larger quantities of biodegradable waste are allowed to degrade or decompose by dumping it into the compost pits on campus.

(6) Littering of waste is prohibited in the campus.

(7) After every program conducted in the college, the maintenance staff along with the students clean the premises and the waste produced are separated into biodegradable and non-biodegradable waste.

(8) Some waste are also used for piggery feeding.

(9) Posters on waste management and anti-littering have been put up in key locations in the College to help spread awareness.

(10) Cleaning or emptying of the dustbins is being done on a regular basis at 08:30 to 10 am and 3:00 pm every day.

Liquid waste management: Liquid waste from the points of generation like the canteen, laundry and toilets is segregated and disinfected and let out as effluent into a common drainage facility. This liquid waste effluent could trigger various infections and can cause disease outbreaks among the people, if they end up in the some local water bodies like lakes, rivers etc., so sensing this danger we maintain proper drainage facility which connect the drainage system of the city. The College has kept water tanks in hostel areas to store rain water and the same is used to clean toilets, bathroom etc.

E-waste management: In Tetso College, there is a simple process of e-waste management which involve recycling, resale or discarding of items such as computer devices, connecting wires, printer cartridges, electrical equipment etc. At the end of life span of these electronics, they are collected from different locations of the campus by designated technicians and sent to the college computer hive lab for inspection. At the Hive, the computers are sometimes repaired and some are likely not repaired based on the level of damage. The un-repaired items are inspected by the authorities and it's open for disposal through contractors or vendors, who pay certain amount of money to dispose them. Sometimes, old equipments are sold online at a discount.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Answer:

The College practices a convenient and easy system of placing water tanks and reservoirs at various locations in the campus and hostel area to help store rain water. The College has constructed a very big cemented water reservoir on the top of the girls hostel building where rain water get stored. The stored rain water is further used for miscellaneous purposes such as for cleaning hostel rooms, toilets and bathroom etc. The College also educates the students regarding rain water harvesting and other activities through different programmes like save water, tree plantation etc.

File Description	Document
Link for Additional Information	View Document

7.1.7 *Green Practices*
- *Students, staff using*
a) *Bicycles*
b) *Public Transport*
c) *Pedestrian friendly roads*
- *Plastic-free campus*
- *Paperless office*
- *Green landscaping with trees and plants*

Answer:

Students, staff using

a) Bicycles/Bikes : The College has proper parking facilities to park two wheelers like bikes/bicycles.

b) Public transport : The full fledged Transport department functions in college with 4 buses to provide transport facility to students and staff from various places. This is a boon for the day scholars and staffs coming from different localities as they can reach the campus in time.

c) Pedestrians friendly roads : Tetso College has well-maintained pedestrians friendly roads. The goal of these Pedestrian friendly roads is to preserve and enhance pedestrians and to encourage walking as an attractive means of transportation as well as for leisure, recreation and health.

Plastics-free campus : 1. Our college encourages students and staff not to use plastic bags. 2. The security guard makes sure that no one enters the college campus with polythene bags. 3. Programmes are conducted to make the students and staffs aware about the harmful effects of plastics. 4. The burning of plastic waste in the campus is strictly prohibited. 5. Providing a large number of dustbin at all major parts of the campus.

Paperless office : 1. Instead of using physical paper documents, we are making availability of digital document by scanning it. 2. For making paperless office, we are sharing documents using official emails. 3. With the paperless office, we can access the data anywhere, anytime and much quicker. 4. The chances of losing important documents are lower when scanned and filed electronically. 5. Currently, we are approximately (80-90)% paperless office.

Green landscaping with trees and plants: · 1. The Institute has a lush green campus with lawns as well as beautiful trees planted all over the campus area. 2. Most of the corridors of the college are also lined up with potted plants. 3. Tree plantation is done every year in the college premises and nearby villages under NSS activity to promote green practices and saving of trees. 4. Tree guards are provided to protect the small plants.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.8 *Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years*

Answer: 0.55

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
3.92	0.56	0.44	0.32	0.12

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. *Physical facilities*
2. *Provision for lift*
3. *Ramp / Rails*
4. *Braille Software/facilities*
5. *Rest Rooms*
6. *Scribes for examination*
7. *Special skill development for differently abled students*
8. *Any other similar facility (Specify)*

Answer: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Answer: 7

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	2	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Answer: 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	2	0

File Description	Document
Report of the event	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Answer: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Answer: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Answer: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Answer: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Answer: 2

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Answer:

Tetso College respects and recognizes national festivals and birth/death anniversaries of the great Indian personalities by organising programmes and sharing the significance of the day with staff and students.

On 31st Oct, 2017, the Department of History in collaboration with college NSS team organised a program on Rashtriya Ekta Diwas (National Unity Day) to commemorate the birthday of the Iron Man of India Sardar Vallabhbhai Patel, one of the founding leaders of the Republic of India. The intent is to pay tribute to him, who was instrumental in keeping India united. The Program began with a welcome speech by Sir. N. Thomas Kamei, HoD, Department of Economics and NSS, Nodal Officer, Tetso College. It was followed by Unity Pledge read by Sir Rajesh Tanti and Sir Christopher Nungchim, HoD, History briefed out the Life history of Sardar Vallabhbhai Patel and his contribution towards the country. Finally, the program concluded with National Anthem. Around 120 students and teachers attended the program.

Other Departments also take up initiatives of this kind through activity based programmes on significant days such as Republic Day, Independence Day by organising collage competitions, discussions and debates in the class.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Answer:

Tetso College believes in maintaining complete transparency in its financial, academic, administrative and auxiliary functions. Considering the financial matters the institute appoints internal and external auditors every year. This decision is always taken unanimously in the general body meeting (governing body meeting). Audited statements regarding financial activities are circulated to all the concerned members of the governing body. Through internal academic and administrative audit (AAA) the transparency is maintained. All the stakeholders are involved in A & A audit. The information regarding the college is freely made available through our college website.

As the college is under RTI all the information is made available to the public. The College always strives to ensure that student issues or grievances beginning from their enrollment onwards are satisfactorily addressed. Requirement of faculty and all necessary procedures are practiced as per the guidelines given by Higher Education Department, University and UGC.

All circulars regarding students, teaching staff and non-teaching staffs are circulated via email, through the student intranet and also displayed on the notice board. Local Management Committee (LMC) is the highest decision making authority which consists of members from the management, teaching and non-teaching staffs. Planning and Execution of different auxiliary functions are discussed and decided in this committee which are communicated to our stakeholders.

File Description	Document
Any additional information	View Document

7.2 Best Practices
7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Answer:

Best Practice I

Title of the Practice: Financial Aid to the deserving students by the college.

Objectives of the Practice: Students with low economic background are targeted. Parents who are unable to financially support their ward are provided special financial assistance on a case by case basis. The noble objectives of the practice are:- a. To extend financial aid to the poor students to prevent dropout rate/discontinuation of studies , especially from the rural or far-flung areas. b. To provide financial support to all the needy deserving students without any discrimination based on any artificial ground. c. To promote equality opportunities for students to prosper and grow. d. To inculcate the values of 'generosity' and 'sense of social responsibility'. The expected endeavour of the College is to enable and help needy students pursue and complete their degree courses.

The Context: The noble objective had its teething as well as challenging troubles in its designing and implementation. • Pooling up of the required resources was a tough task. • The college struggled a lot in deciding the eligibility criterion for the aid • Verification of the financial backwardness of the aspirants was yet another challenge.

The Practice: Financial assistance ranges from 100% to 50% and below based on the eligibility and assistance required from the student.

Evidence of Success : Uploaded in additional information

Problems Encountered and Resources Required: None

Notes (Optional):

Best Practice II

1. Title of the Practice: Google Classroom.

2. Objectives of the Practice: The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

3. The Context: One of the greatest advantages of Google Classroom is Google Docs; these documents are saved online and shared with a limitless number of people, so when we create an announcement or assignment using a Google doc, our learners can access it immediately through their Google Drive, as long as we have shared it with them. Furthermore, Google Docs are easily organized and personalized in Google Drive folders.

4. The Practice: Google Classroom proved to be a boon for the college. All the faculty members of the college use it as a tool for teaching-learning methodology. Students are invited to join a class through private code by the respective subject teacher. Each class creates a separate folder in the respective user's Drive, where the student can submit work to be a graded by a teacher. Teachers can monitor the progress for each student, and after being graded, teachers can return work, with comments.

5. Evidence of Success: All students of Tetso college are created a college email id during admission. So, when any teacher creates an announcement or assignment in Google Classroom, our learners can access it immediately through their Google drive, as long as we have shared with them. Also, Google docs can be easily organized and personalized in Google Drive folders. Students find it very convenient to share/submit their assigned task using Google Classroom.

6. Problems Encountered and Resources Required: None

7. Notes:

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness
7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Answer:

The Mission of Tetso College is to empower people towards lifelong excellence. Our Vision is to Impact lives so that Every member of the Tetso family creates a positive difference in the world. **One area towards that end has been encouraging our staff and students to continuously upgrade their skills.**

Since the last NAAC accreditation, the percentage of existing staff who have upgraded their degree or are pursuing part time degrees is 8. The number of teachers who secured their NET while in service at Tetso College is 6. Our students have also gone on to lead student unions of the state, university and their own local bodies.

It is the institutes belief that providing as much exposure to the students is key to empowering them to upgrade their skills and also have debate and discussion. For this:

1. **DOT Talks series** was launched in August 2016, a programme for students to interact and engage with professionals from different industries - artists, doctors, lawyers, administrative officers, or publishers. Some of our guests so far
include Deloitte's Senior Editor Analyst, Academicians, Sports coaches, Colonel from the Indian Army, student leaders.

2. **Skill Development:** The college has started Computer Certificate course in collaboration with National Institute of Electronics and Information Technology (NIELIT). It provided skill development training courses on Beauty and Grooming in Collaboration with North-east India Academy of Performing Arts (NIAPA). The College offered Communication skill and English Language Proficiency courses. The college also provides mandatory Soft Skills class for confidence building, teamwork, civic sense awareness, interview skills and more.

3. **Google Classroom:** It is a virtual classroom so that students-teachers can communicate even after class hours. One of the greatest advantages of Google Classroom is Google Docs; these documents are saved online and shared with a limitless number of people, so once an announcement or assignment is created using a Google doc, our learners can access it immediately through Google Drive, once shared. Furthermore, Google Docs are easily organized and personalized in Google Drive folders.

4. **Digital Citizenship Training** is given to every student to learn how to be smart online users.The college also empowers students to create content through a student managed Instagram and Facebook handle.

5. **Emphasis on Practical learning and engagement:** The college organizes regular industrial visits. Some include visit to Lingri Tea Estate (Tea Factory), Dew Drop Industry (Mineral water plant) and G.D. Plast (Disposable Cups). Annual educational tours are taken around the country, heritage sites, including organizing seminars and workshops. The departments make special effort to integrate curriculum by organising programs that will generate interest through activities like essay, elocution, discussions, quiz, debate and presentations.

6. **Self-help resources:** YouTube links, online learning tools, online question paper bank of previous years' question papers on the student intranet are provided. Online eBooks and journals are available to every student and teacher.

7. **Writing and Publishing**: DOT Column is a weekly platform for students and staff to write and get published in Nagaland's local daily - Morung Express.

File Description	Document
Link for Additional Information	View Document

Extended Profile

Program

Number of courses offered by the institution across all programs during the last five years

Answer: 156

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	9	9	9

Students

Number of students year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
871	647	591	497	498

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
1150	1150	1150	1150	1150

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
122	81	111	67	100

File Description	Document
Institutional Data in Prescribed Format	View Document

Teachers

Number of full time teachers year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
42	35	35	30	28

Number of sanctioned posts year-wise during the last five years

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
42	35	35	30	28

File Description	Document
Institutional Data in Prescribed Format	View Document

Institution

Total number of classrooms and seminar halls

Answer: 34

Number of computers

Answer: 112

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer:

2017-18	2016-17	2015-16	2014-15	2013-14
250.85	169.78	91.06	99.56	193.64

Conclusion

Additional Information :

Tetso College has already introduced new practices under the new cycle from June 2018 onwards to immediately address its weaknesses, that includes increasing alumni engagement and has begun reaching out to its alumni through a Tetso Alumni Information Form on Google forms. An alumni meet is also scheduled for the academic session 2018. Workshops and lectures are underway through the Guest Faculty programme (information available on the college website) to provide more external interaction to students and staff.

Figuring out ways to guide and instil a stronger sense of drive and passion amongst the students not just in academics but overall development continues to remain its core focus. Technology at Tetso has transformed the way it operates, ensuring efficiency, speedy development and convenience, and we continue to leverage on its advantages day by day.

Concluding Remarks:

The organisation of Tetso College, the measures adopted and the procedures highlighted in the Executive Summary and SWOC have just one common goal, and that is to educate and empower the student for a sustainable future. Once a student passes out from Tetso, we believe that every student will have the intellectual confidence, enhanced abilities to contribute to society and an unquenchable thirst for greater knowledge.

With the support of staff and faculty, innovative teaching practices, stringent disciplinary measures, quality assessment, internalisation of technological developments and incorporation of global developments and knowledge, we ensure that every student graduates from the College, with a greater sense of purpose, onward success and complete fulfilment.

EXCLUDED METRICES

List of Excluded Metrices

3 Research, Innovations and Extension : Weightage (120)

3.1 Resource Mobilization for Research : Weightage (10)

Ref No	Details of Metric	weightage	Metric Performance
3.1.2	Number of research projects per teacher funded, by government and non-government agencies, during the last five year (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	7	0.01

4 Infrastructure and Learning Resources : Weightage (100)

4.3 IT Infrastructure : Weightage (30)

Ref No	Details of Metric	weightage	Metric Performance
4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) (Metric Type : **Direct** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Y/N**)	1	Yes

5 Student Support and Progression : Weightage (138)

5.2 Student Progression : Weightage (45)

Ref No	Details of Metric	weightage	Metric Performance
5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations) (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	5	8

5.4 Alumni Engagement : Weightage (18)

Ref No	Details of Metric	weightage	Metric Performance
5.4.2	Alumni contribution during the last five years(INR in Lakhs) (Metric Type : **Direct** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**MC**)	4	<1 Lakh

5.4.3	Number of Alumni Association / Chapters meetings held during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	2	1

6 Governance, Leadership and Management : Weightage (100)

6.3 Faculty Empowerment Strategies : Weightage (30)

Ref No	Details of Metric	weightage	Metric Performance
6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	6	0

ANNEXURE

1.Metrics Level Deviations

Metric ID   Sub Questions and Answers before and after DVV Verification

Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

1.1.3

1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years
Remark : Please note that One Full-time teacher to be counted once irrespective of number of participation.
Number of value added courses imparting transferable and life skills offered during the last five years

1.3.2

1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years
Answer before DVV Verification : 4
Answer after DVV Verification: 4

Feedback processes of the institution may be classified as follows:

1.4.2

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website
Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website
Remark : Documents uploaded.

2.1.2   Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years

2.1.2.2. Number of sanctioned seats year-wise during the last five years

Remark : Documents uploaded.

Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Remark : Documents uploaded.

Ratio of students to mentor for academic and stress related issues

2.3.3

2.3.3.1. Number of mentors
Answer before DVV Verification : 0
Answer after DVV Verification: 0

Remark : Required documents are not provided.

The institution provides incentives to teachers who receive state, national and international recognition/awards

3.3.2

Answer before DVV Verification : Yes
Answer After DVV Verification: No

Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

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) during the last five years.

5.3.1

5.3.1.1. 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-wise during the last five years

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

6.5.3   Average number of quality initiatives by IQAC for promoting quality culture per year

          6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years
          Remark : HEI input edited according to provided documents.
          Differently abled (Divyangjan) Friendliness Resources available in the institution:

              1. Physical facilities
              2. Provision for lift
              3. Ramp / Rails
              4. Braille Software/facilities
              5. Rest Rooms
7.1.9   6. Scribes for examination
              7. Special skill development for differently abled students
              8. Any other similar facility (Specify)

          Answer before DVV Verification : B. At least 6 of the above
          Answer After DVV Verification: B. At least 6 of the above
          Remark : Documents uploaded.

          Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11

          7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

          Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17

          7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2. Extended Profile Deviations

ID	Extended Questions
	Number of courses offered by the institution across all programs during the last five years
1.1	Answer before DVV Verification : 10 Answer after DVV Verification : 156