



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**S. D. JAIN GIRLS' COLLEGE**

S. D. JAIN GIRLS COLLEGE JAIN TEMPLE ROAD

797112

[www.sdjaingirlscollege.com](http://www.sdjaingirlscollege.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2019**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

The College was established to promote collegiate education in arts and commerce subjects among the girls students in Dimapur town in the state of Nagaland and to instill in the minds of such students the feeling which shall give them an-allround personality firmly based in humanitarian and liberal outlook.

With a view to fostering higher education amongst the girls and as a token of college's care for them, Shri Digamber Jain Samaj, Dimapur Nagaland, started S.D.Jain Girls' College in the year 1993.

The college aspires to be an institute of excellence imparting best education to the young minds.

The objective of the institution is to prepare young girls as responsible citizens for tomorrow and the management spares no means to achieve this goal. The college strives to be an institution of excellence imparting quality education in Arts & Humanities and Commerce for Degree courses under the Nagaland University.

The college started functioning from 6th August 1993 with a handful of dedicated teachers and students. It was a distant dream then the heights that it achieved today. At present the college comprises 1164 students. Academic faculty comprises of 30 members including 2 temporary and 15 non-teaching staff.

The preparation of this Self Study Report (SSR) has been a wonderful voyage of discovery for the institution's leadership and staff. It has provided valuable insights into various aspects of college administration, infrastructure, curricula, teaching methods, academic research and teacher-student relationship in terms of our strengths, weaknesses, opportunities and challenges.

### **Vision**

TOWARDS EXCELLENCE IN EDUCATION

### **Mission**

The college was established to promote liberal education in arts and commerce subject among the girls student of Dimapur town in the state of Nagaland and to instill in the minds of each student the feelings which shall give them an allround personality firmly based in humanitarian and socio-religious outlook, mutual love and respect for the diversity of human existence in line with achievinng nationalistic goals. The mission statement has been outlined in the college prospectus from admission up to the academic calendar of the whole year where policies activities etc are mentioned that the colleges want to achieve.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

## **STRENGTH**

- Managed by Shree Digamber Jain Samaj, Dimapur.
- Second girls-only college and the first girls' college offering Commerce stream in Nagaland.
- Favorable location: centrally located and the near state transport terminus, private taxi stand and railway station.
- Consistent performance of the students in their exams.
- Peaceful and congenial atmosphere.
- Earned the recognition as one of the pillars of women's empowerment in Nagaland.
- Ragging free environment.
- Transparency in admission process.
- Decentralised administration with delegated authority resulting in quick decision making process.
- Teachers are highly committed and competent.
- High retention rate of the faculty members.
- Have the distinction of producing the highest number of university graduates in Nagaland.

## **Institutional Weakness**

### **WEAKNESS**

- Limited infrastructure.
- Remoteness of the region and Nagaland in particular is limiting the potentialities in the areas of collaboration, consultancy and other research related activities.
- No statistical unit for proper recording all institutional co-curricular and extra-curricular activities of the college.
- Lack of ground for outdoor sports.

## **Institutional Opportunity**

### **OPPORTUNITIES**

- With UGC recognition under 2F and 12B status, the institution can tap in the resources under UGC schemes.
- Opportunity to produce women political representatives which is nil at present in the Nagaland Legislative Assembly.
- With satisfactory NAAC accreditation, a wide range of opportunities will be available which can bring about qualitative changes in the overall development of the institution.
- The College may seek support from its well placed alumni, in terms of information and other resources.

## **Institutional Challenge**

### **CHALLENGES**

- To get accredited by NAAC with a satisfactory grade.
- There is a huge gap between number of applicants and students admitted in the college. The demand ratio for various courses is quite high.
- To build this institution as a centre of excellence in the North-East region.
- To overcome the bottlenecks in minimum public financial support, more heavily constrained resources, increasing competitions in traditional and non- traditional institutions, heightened accountability, the increasing role and use of IT and a host of other issues.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The institution has set forth a clear and focused vision for itself in the form of providing quality education along with holistic development of students. Focus is on imparting knowledge that goes beyond the prescribed syllabi and training that transcends the confines of the classroom. We strive to produce industry-ready professionals, who contribute to nation building and economic growth. In order to translate this vision into reality, one of the important missions is to ensure transparent, efficient and flexible system of curriculum delivery.

The institution encourages improvisation in teaching pedagogies and has put in place feedback mechanisms to optimize curriculum delivery and maintain quality of learning.

Growth opportunities for the faculty are provided in the form of participation in career development programs, knowledge workshops, research and ICT skill development. While the faculty teaches the courses as per the curriculum mandated by the Nagaland University, they participate in Board of Undergraduate Studies (BUGS) meetings and provide inputs and suggestions for revision of the syllabi in line with industry trends.

Students are the most important stakeholders in an educational institution. Academic and leadership excellence cannot be achieved without putting in place a foolproof student feedback system for critically evaluating the courses offered and the teaching-learning process used. The Academic Affairs Committee (through its Internal Quality Assurance Cell) and the Staff Council regularly assess student feedback for improvements.

### Teaching-learning and Evaluation

- The norms and criteria for the admission of Undergraduate are within the framework of the Nagaland University rules. It is one of the most sought after colleges as is reflected in the number of applicants. The Admission Committee works actively to keep the admission procedure simple, efficient, error free and transparent.
- The student Assessment is done not only before the commencement of the programme, i.e., at the time of orientation programme, but also during the course of the programme through interactions with teachers. In order to enhance learning the Various Departments organizes appropriate lectures, seminars and workshops periodically with the help of subject experts. Various events organized by the college provide a platform for all round development of the students. These are particularly beneficial for acquiring soft skills, leadership qualities, organizing abilities and the capability to work in teams.
- Sensitization of staff and students on issues of various environmental and social concerns is done through various committees like the Anti-Ragging Committee, Committee Against Sexual Harassment, etc. and societies like the NSS, etc.

- The College provides conducive atmosphere for research and strongly encourages teachers to participate in seminars, conferences, research projects and publish their work in national and international journals of repute. The College publishes its annual refereed journal “Journal of Contemporary Research”. The faculty members have published their work extensively in international and national forums.
- The institution has a transparent mechanism for communicating the process of evaluation and reforms to the stakeholders, wherein the internal assessment records are display in the college notice on timely basis. Teachers conduct in-process evaluation of students’ comprehensive learning needs and academic progress and provide with continuous feedback. The semester–end examination results are closely watched and analysed and follow-up actions taken for the betterment of future learning outcomes.

### **Research, Innovations and Extension**

- We strongly believe that research is the prime source of knowledge and innovation. Knowledge generated on the basis of excellence and sustainable development of the institution. The College continually strives to inculcate the spirit of research and scientific temper in the young minds as a matter of routine through curriculum-based attempts and research projects.
- As an initiative to promote research culture, the college publishes its Annual Refereed Research Journal, ‘Journal of Contemporary Research, which contains exploratory/conceptual /empirical and contemporary articles on strategic policy implications from multi-disciplinary topics.
- Teachers are encouraged to publish research articles in different journals/ periodicals etc., and participate in seminars, conferences, and workshops etc., They are also encouraged to do their PhD’s.
- The College contributes to the development and well-being of the society through the active participation of the students, faculty and staff in extension works and community services.

### **Infrastructure and Learning Resources**

- The physical facilities of the College are planned, developed and maintained to facilitate effective and efficient conduct of the College academic programmes and other related activities.
- The College is committed to improving the quality of the library to enable students to acquire information, knowledge and skills required for their courses.
- Fairly adequate IT infrastructure is available in the College to assist staff and students in the performance of academic and administrative purposes.
- Sufficient resources are allotted from time to time for the maintenance and optimum utilization of the campus infrastructure facilities.

### **Student Support and Progression**

- The institution provides financial aids to its students through post-matric scholarship under State and Central Government Schemes under the ST/SC schemes.
- The College Website and its updated prospectus contain all the relevant information regarding the institution and its admission process.
- The institution encourages its students to participate in co-curricular and extra co-curricular activities within and outside the institution.
- There is an Alumni Association which contributes to the development of the institution.
- Optimal progression of the students is supported through remedial classes, coaching, career talks,

counseling, conduct of entrance examination for higher studies and job opportunities, placement links etc.

- The value of social responsibility and good citizenship is imbibed in the students through their participation in extension activities, games and sports, cultural events and community service.

### **Governance, Leadership and Management**

- The College leadership adopts a participatory system of management by enlisting the active cooperation of all the committees that have been formed for better management of the affairs of the college.
- Development and deployment of strategies for realization of academic and administrative objectives are done on a regular need based routine
- The internal quality of the College is assured through a self-regulated system functioning under the IQAC which adopts a participatory approach to achieve excellence in all academic and administrative aspects.
- The institution tries to redress any grievances of the students or faculty through its respective Grievance Redressal Cell.
- Several welfare measures have been implemented for the teaching and non-teaching faculty like EPF, maternity leave, casual leave, etc.

### **Institutional Values and Best Practices**

- Regular programmes and activities are conducted by the institution involving the faculty and students to generate environmental consciousness.
- The Management together with the faculty plan and execute certain innovations which have led to qualitative development of the institution.

The College encourages creativity and innovations leading to quality enhancement. Some of the innovations which have created a positive impact in the function of the Institution are, mentoring, oratory skills, notification of students' monthly attendance, decentralized management, skill development programme and Student welfare fund.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	S. D. JAIN GIRLS' COLLEGE
Address	S. D. Jain Girls College Jain Temple Road
City	DIMAPUR
State	Nagaland
Pin	797112
Website	<a href="http://www.sdjaingirlscollege.com">www.sdjaingirlscollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Kirtichandra Rout	03862-232754	9862042555	-	sdjgc1993@gmail.com
IQAC Coordinator	Sant Kumar Gupta	03862-230230	9436013686	-	sant.k.gupta@gmail.com

Status of the Institution	
Institution Status	Self Financing , Grant-in-aid and Private

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	06-08-1993

**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	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	21-12-2013	<a href="#">View Document</a>
12B of UGC	21-12-2013	<a href="#">View Document</a>

**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?	No
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**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



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	S. D. Jain Girls College Jain Temple Road	Urban	0.49	2075

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	XII	English	87	87
UG	BA,Economics	36	XII	English	40	26
UG	BA,Education	36	XII	English	30	30
UG	BA,History	36	XII	English	30	30
UG	BA,Pol Science	36	XII	English	30	30
UG	BCom,Commerce Honours	36	XII Commerce	English	120	117
UG	BCom,General	36	XII Commerce	English	20	3
UG	BA,General	36	XII	English	120	87

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				2				28			
Recruited	0	0	0	0	0	0	0	0	11	17	0	28
Yet to Recruit	0				2				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						15
Recruited	7		8		0	15
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	9	15	0	24

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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	1	0	1

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

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	0	0	0
	Female	313	96	0	0	409
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	7	14	8	3
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	265	249	271	217
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	28	24	27	15
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	109	104	88	71
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>409</b>	<b>391</b>	<b>394</b>	<b>306</b>

### 3. Extended Profile

#### 3.1 Program

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

Response: 9

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	9	9	9

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
399	418	361	438	418

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
450	450	450	450	450

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
316	353	257	390	198

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

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

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

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

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 19**

#### Number of computers

**Response: 0**

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

2017-18	2016-17	2015-16	2014-15	2013-14
40.37381	39.19525	42.51574	33.76890	31.54487

## 4. Quality Indicator Framework(QIF)

### Criterion 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

###### Response:

The S. D. Jain Girls' College has set forth a clear and focused vision for itself in order to provide quality education, incorporating the concept of holistic growth of students. The institution aims at imparting knowledge that goes beyond the prescribed syllabi, thus, imparting training that transcends the confines of the classroom. Our endeavour is to produce professionals, who would efficiently contribute towards the need of the hour in nationbuilding and economic growth. To translate this concept into reality, our emphasis is to ensure transparent, efficient and flexible system of curriculum delivery.

The institution encourages improvisation in teaching pedagogies and has put in place a feedback mechanism to optimize curriculum delivery and maintain quality of learning. Developmental opportunities for the faculty are provided in the form of participation in career development programmes, knowledge, workshops, research and ICT skills developments. While the faculty teaches the courses as per the curricula mandated by the affiliating university (Nagaland University), they participate in Board of Undergraduate studies (BUGS) meetings and provide inputs and suggestions for revision of the syllabi according to recent trends in other universities and keeping an eye on the employability quotient in the prevailing job market. Students are at the receiving end in an educational institution. Academic and leadership excellence cannot be achieved without applying the unerring and effective 'students feedback system', for critically evaluating the courses offered and the teaching-learning process used. The College authority, through the 'Internal Quality Assurance Cell' with the support of the faculty & staff, regularly assesses the students' feedback and suggest areas for improvement.

- The affiliating university provides details of the Course and guidelines relating to curriculum, model questions and others to be given to the teaching faculty.
- The IQAC members deploy action plans for effective implementation of the curriculum prescribed by the Nagaland University.
- At the beginning of every academic session the college prepares the Academic calendar, publishes the prospectus and syllabus, and prepares class routines and details of activities and co-curricular activities.
- For the effective delivery of the curriculum, lectures are planned to be integrated with regard to materials, group discussions, seminars, assignments, presentation of papers, use of audio-visual aids as far as possible.
- Besides, the college organizes field-trips and educational tours to give exposure to the students.

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

Response: 0



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

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

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

**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****Response:** 10.71**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**

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

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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****Response:** 0**1.2.1.1 How many new courses are introduced within the last five years**

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

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

**Response:** 12.5

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

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**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****Response:** 0

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

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

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 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****Response:**

The institution, being an affiliated college, has no autonomous powers of its own except to follow the university directives. The college depends entirely on the curriculum given by the University for the Programmes. However, the institution, in all possible manners, makes effort to enrich, organize and add quality to the curriculum by conducting or allowing the students to participate in seminar and workshops, discussions and interactions with the aim of helping the students understand the curriculum at their level. The faculty members with their rich experience organize and present the curriculum to the students in the following ways:

- The teachers engage the students in the process of translating the curriculum through interactive methods.
- Students weak in studies are identified and given special attention.

- Advanced learners are motivated to take up project works and participate in academic/co-curricular competitions held within and outside the college.
- ICT aids, within our limited resources and the constraints of infrastructure, are used for effective teaching.
- Various programmes on disaster management, blood donation camp, plantation and environment protection, self defense techniques for girls, periodic Yoga sessions and social work under Swachh Bharat Aviyam etc, are organized to impart lessons in ethical lifestyle and humanity and the necessity of mutual coexistence.
- To facilitate development of employable and lifeskills, the institution conduct educational tour and field-study trips.
- To provide better career options, Career Counseling seminars and job oriented programmes are held from time to time.

The students are given community orientation through the activities of Red Ribbon Club and departmental clubs.

Students are involved in various co-curricular and extracurricular activities throughout the year which gives them the platform to build their confidence, imbibe team-culture and learn social skills. Games and sports, literary and cultural activities, performing art and fine arts competitions, waste-utilization and management and environment awareness lectures, etc are held annually to spread health consciousness and the duties and responsibilities of an enlightened citizen.

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

**Response:** 0

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

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 28.57

1.3.3.1 Number of students undertaking field projects or internships

Response: 114

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 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**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** E. Feedback not collected

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 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

**Response:** 14.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
61	77	62	49	37

#### 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)

**Response:** 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
413	425	369	456	441

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

2017-18	2016-17	2015-16	2014-15	2013-14
413	425	369	456	441

#### 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

**Response:** 68.71

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

2017-18	2016-17	2015-16	2014-15	2013-14
295	317	270	324	340

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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**

**Response:**

The concerned teacher identifies advanced and slow learners based on their performance in class test, paper presentation, assignments, etc. Tutorial sessions are arranged to help slow learners while advanced learners are motivated through multiple intelligent skills. To encourage and motivate both categories of learners following initiatives are provided:

- (1) Students are guided by their respective mentors by through extra care and attention to their academic needs. Mentors-mentee interaction happen frequently to understand and assist the students with issues that affect their ability to learn.
- (2) Additional care is taken when doubts/questions are raised in the class, bringing certain issues related to current topics or to curriculum, personal problem, etc.
- (3) Maximum possible help and concession is extended to the students depending upon their problems and issues so as to reduce the quantum of drop-out.
- (4) Encourage students to participate in inter-college and university-level competitions.
- (5) By organising interactive programmes for students with academicians.
- (6) Encourage them with extra care to obtain higher/top-ranking in the University Examinations.
- (7) University rank holders are felicitated with certificates and mementos on stage in annual day celebrations and their names displayed in the college (rank holders) board.
- (8) Various activities are conducted by all the departments in their respective areas to mould the students in corresponding field.

**2.2.2 Student - Full time teacher ratio****Response:** 14.25**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0

## 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**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****Response:**

Teaching-learning being a two way process, the teacher and the learner both needs to play an equal, active, participative and collaborative role to make this act effective. Some of the methods used for enhancing learning experiences are:

- \* The institute provides free access to internet for both teachers and students, as this offers more options to learn from materials in the open source.
- \* Feedback or Suggestion Boxes have been put in accessible areas where a student can have the freedom to give feedback through write ups, and the necessary actions follows up. It helps the faculty members to know their strengths and weaknesses and also identify areas which require improvement or correction.
- \* Steps have been taken to encourage the teachers to make learning student-centric by promoting learning styles with a combination of readings, lectures, group discussion, seminars, home assignments, field trips and projects wherever necessary.
- \* Opportunity is given to maximum number of students to get involved in teaching-learning activities like presentations, case studies, etc.
- \* The quality of teaching learning processes are evaluated by taking feedback from students, organizing parents-teacher meetings and evaluation of students progress through class tests.
- \* Each departments organizes activities such as seminars, group discussions, field study tours, paper presentation, quiz, debates, projects in order to develop students abilities and skills.

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

**Response:** 0

#### 2.3.2.1 Number of teachers using ICT

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 14.25

#### 2.3.3.1 Number of mentors

Response: 28

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Creativity and innovation is the essence of teaching and learning which brings about interest and motivation in the learners. The students needs have shifted from theory to something practical, relevant and useful for their professional life. Based on these pressing needs, the college organizes and offers the following activities to enhance their creative abilities:

- (1) Inviting eminent personalities/professionals to give lectures in order to motivate learners to be a lifelong learner.
- (2) By holding debates, literary competitions, flower arrangements, vocational training, painting and art competitions, talent show/display, etc, so that critical thinking, creativity and scientific temper can be developed.
- (3) By publishing the annual college magazine and the college journal, The Journal of Contemporary Research.
- (4) By arranging educational field-trips and departmental student projects.
- (5) By organizing and encouraging students to participate in inter-college and university level competitions in order to help and to expose their inherent capability .
- (6) The college makes use of LCD projector, internet facilities for purpose of teaching .
- (7) The member of faculty are exposed to advanced levels of knowledge and skill by encouraging them to attend expert lectures, seminars, orientation courses, etc, and also are encouraged to organise such lectures/workshops/seminars.



(8) Students are asked to make group presentation in the class based on related topics from their curriculum. This helps the students on how to work in a group environment, how to collect relevant information from various sources and develop presentation skills.

(9) Biometric attendance recording machine has been installed for better monitoring of the working hours of the all the employees.

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

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

**Response:** 2.14

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

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

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 8.07

#### 2.4.3.1 Total experience of full-time teachers

Response: 226

### 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

**Response:** 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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 1.43

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

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

The University changed the evaluation procedure from Annual to Semester system in the year 2012 and the college has adopted the same. Under this system, internal assessment constitutes 30% of the mark which is accumulated on the basis of the performance of the students on three different parameters. The University having given the liberty to the colleges to choose the internal assessment methods, the college decides the following-written test to evaluate the learning skills, comprehension and knowledge based on assignment/project writing to evaluate students' writing skills and research ability, and presentation to evaluate the verbal articulation skills of the students.

This assessment is a continuous process which is spread throughout the span of a certain semester culminating in the end-semester exams. Only those students who qualify in both the internal assessments

and having fulfilled attendance norms percentage are allowed to write the end-semester exams.

The college has introduced the following initiatives:

- \* Schedule for internal assessment is prepared and notified at the beginning of every semester.
- \* Monthly attendance percentage of every individual student is notified in the subsequent month to help the students keep updated with their actual attendance position in relation to the cut off.
- \* To ensure that the quality of evaluation is optimized. the answer scripts after being evaluated by the examiners are scrutinised and by the head of the departments (HODs) before being put-up for tabulation for the onward submission of the same to the university.

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

#### **Response:**

The college has always followed a transparent system with respect to internal assessment. Internal assessment in the college is so transparent that every student has an idea about the standard internal evaluation process of each subject. The institute follows the rules and regulations as given by the university. The college has instituted an Examination Committee consisting of the heads of departments and which assists the Vice-Principal in carrying out all examination related works. It co-ordinates the conduct of internal assessment. The internal assessment are conducted based on internal exams, test, assignments and intra-departmental seminars by the subject teacher. The internal marks are notified on time to the students to know their marks and if required to avail the opportunity to improve their marks through re-test and re-submission of assignment. Internal test are conducted to help the students prepare for the end-semester exam. Due care is taken by following transparency in implementing the system of internal evaluation by the teacher. Proper attendance records are maintained for each semester for evaluating the overall performance of the students. Extra classes are given to the students who are weak in certain subjects, along with additional test facility.

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

#### **Response:**

The college has constituted an Examination Committee consisting of the Head of Departments and Principal which assists the Vice-Principal in carrying out all examination related works. It co-ordinates the conduct of internal assessment, end-semester exam, consolidation of marks and attendance of the students. Due care is taken by following transparency in implementing the system of examination by the Examination Committee.

Examination related grievances are also handled by the student mentor to make it time-bound and transparent. The marks awarded for the exams which constitute the internal assessments component are displayed on the notice board. The exam section display the evaluation report by cross checking the

statement of marks as submitted by the respective faculty member of the department.

Following are some of the points related to examination related grievances-redressal mechanism:

- \* Student approaches their respective mentor for the clarifications related to internal marks, end-semester exam and others, if any.
- \* Students issue related to the above are pursued by the mentor in a time bound manner.
- \* Student mentor crosschecks the same issue with the respective department and exam section.
- \* Issues are identified and sorted. Recommendations are then forwarded to the department internal committee.
- \* A clear report of the issue are given to the examination section through Departmental Internal Committee.
- \* Grievances related to the University external examinations are addressed by the Head of the Institution.
- \* Departmental level Grievance Redressal Committees and institute level Grievances Redressal Committee look after level grievances related to academic and non-academic matters.
- \* The Head of the department primarily redress all grievances about evaluation, including the internal assessment marks awarded to the students. In the absence a satisfactory resolution of the issue, the same is brought before the Principal. The committee appointed by the Principal looks after such grievances and redress the same.

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

##### **Response:**

The college adheres to the academic calendar for the conduct of CIE. The IQAC is a special body of the college which looks after the academic affairs and are responsible for monitoring the all round holistic development of the college. The Committee consist of all the HODs and principal which assists the Vice Principal in carrying out the following affairs of the academic calendar-

- \* Semester wise (Academic) calendar, teaching plan and evaluation blue print, and the number of working/teaching days etc are calculated by the committee and communicated to all the staff members.
- \* The calendar includes list of activities,academic,co-curricular and extra-curricular activities to be conducted that specific year.
- \* The activities /projects/programs to be organized each semester are decided and accordingly various committees are formed.
- \* Teaching plan is prepared by each respective teacher for each semester based on the number of teaching

days allotted per subject. The planned schedule are evaluated from time to time through the faculty meetings.

\* The respective teacher collects and analyse the academic performance of the students every month by conducting various tests where in marks secured by the students are displayed and notified to them.

\* Question paper pattern and various types of question is discussed in the class to keep the student informed on the pattern and syllabus of each paper.

\* Detailed exam schedule/time table of both internal and external routine is displayed on the notice board as well as in the college website at least one week before the date of commencement of the internal tests.

## 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

#### Response:

Programme outcome, programme specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed on the college website and communicated to teachers and students. The admission committee works actively to keep the admission procedure simple, efficient, error free and transparent based on the university norms so that clear information is disseminated to students.

1. The college conducts orientation programme for the incoming fresh students where detail information of the course outcome is informed to the students. Along with the Principal and Vice Principal, each Head of Department gives a brief introduction of their respective subject matter. They are given a time period to make up their mind what will be the final subject combination. Change of course and subjects as far as possible is allowed within the norms of time and eligibility specified by the affiliating university.
2. The students are briefed about the university guidelines, notification regarding evaluation and examination process and criteria for qualifying the semester, during the orientation programme.
3. Every subject teacher gives a brief summary of the syllabus and the mark divisions and about the question paper pattern, mark allotment etc to the students
4. Periodically through various means such as notifications, classroom interaction and mentor-mentee meetings, the students are given feedback on their performance in the internal assessment and class attendance percentage with suggestions and remarks. The assessment and results of students are duly conducted and communicated to the students on time through the college notice board and its website.

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

#### Response:

For the assessment of specific program outcomes and goals, the college and the teachers use various evaluation scales, certain direct and indirect assessment tests, record of attendance, etc, to monitor the attainment of the learning outcomes. At intervals, students academic performance is collected through direct measures since they are objective, concrete and measurable. Priority is always given to assignments, internal exams, projects, homeworks, class-test and paper presentation. Students performance is quantified and reviewed and then slow learners and problem-students are sorted from the lot. They are then sent to Mentors for special counselling. Extra care is rendered to them in the form of remedial classes.

After completion of every month, the sum total of the attendance of the students is culculated and then displayed on the notice board. Students who remain absent for period more than two days at a stretch are then required to submit their leave application to the principal or vice-principal. Only after the leave is granted, they are permitted to attend the classes. Further, this practice helps to track the students attendance and involvement in the academic activities.

The college encourages the students whose performance is excellent academically by awarding them with prizes and certificates. The names of the best academic achievers are displayed on the achievers board and they are also rewarded on the college annual day. Students with excellent performance in the university exams are credited for their achievements by mentioning them in the college annual magazine.

Perodic evaluation and assessment process has not only improved students learning abilities but also improved the instructional materials.

### 2.6.3 Average pass percentage of Students

**Response:** 74.72

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

Response: 328

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

Response: 439

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 2.75

## Criterion 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)**

**Response:** 0

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)

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

**File Description**

**Document**

List of project and grant details

[View Document](#)

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

**Response:** 0

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

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

### 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**

**Response:**

S.D. Jain Girls' College is just 25 years old but has supported more than 3 faculty members to complete their PhDs. The Alumni had also not lagged behind in pursuing research works while extending consultancy services wherever they are placed. The reason for tilting towards this trend may be attributed to the rigorous data based assignments to students, major and minor research undertakings by the teaching faculty as well as frequent organizing/attendance of workshops and seminars that keeps the spirit of research alive throughout the year.

Publications are frequently done in ISBN single authored/edited books while the annual National Journal

“Journal of Contemporary Research” accommodates most of the researched paper writings of the Scholars and the teachers.

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

**Response:** 0

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

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

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

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

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** No

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

**Response:** 0.02

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

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



File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 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

**Response:** 0.68

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	6	9	1

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 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

**Response:**

The institution promotes institution-neighbourhood-community network by organizing activities such as cleanliness drives, plantation and other awareness programmes. By carrying out such activities students are modulated into responsible citizens and they in turn teach the others towards community development. The college faculty and students are involved in multifarious activities for promoting the idea of institute neighborhood community network. Engagement of students in these activities is the first window to observe life closely at the grassroots. They become sensitive to the challenges of a developing society like ours and observe the inequities and the challenges they pose towards development potential of people.

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

**Response:** 0

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

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

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 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

**Response: 4**

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 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

**Response: 16.56**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	12	0	0	334

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 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

**Response:** 0

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

#### 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)

**Response:** 0

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)

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

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 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.**

**Response:**

**Our Institution emphasizes on providing a great academic ambiance among women folk and for building a bright future for the dreamers who comes and aspires for a generous and bright future. Guides of our aspiring dreamers are always enthusiastic to provide their utmost abilities to be exploited in the best possible way so as to ensure that dreamers can fulfill their desires and cultivate at the most.**

<b>CLASSROOMS:</b>	<b>SPACIOUS</b>	<b>SMALLER</b>	<b>NORMAL</b>
<b>Third Floor</b>	<b>03</b>	<b>02</b>	<b>02</b>
<b>Second Floor</b>	<b>02</b>	<b>00</b>	<b>04</b>
<b>First Floor</b>	<b>00</b>	<b>00</b>	<b>03</b>
<b>TOTAL</b>	<b>05</b>	<b>02</b>	<b>09</b>

**AUDITORIUM : One (01) Specious Seminar Hall well Furnished with all modern equipment inclusive of C.C.TV. with LED Light and Sound system.**

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

**Response:**

#### **Indoor Games**

The College emphasizes on Physical Excellence as one of its aims. Adequate infrastructures are provided to students and faculty for the same. The following sports infrastructures are available in the campus.

**Badminton Court:** The college provides for playing Badminton in its compound with adequate lighting facilities: natural light for daylight game play and LED lightings during evening time.

**Volley Ball:** The Volley Ball Court is a multi-court and can be utilized for other activities, Parade, cultural activities etc. as desired thereof.

**Table Tennis and Carrom:** The students and faculty have access to palying TT and Carrom inside the Hall

which doubles up as the students restroom.

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

**Response:** 0

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 27.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
35.33	12.39	2.16	1.47	3.44

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

The college library is currently not automated using ILMS. Given the size of our institution and library such automation though considered a priority, a new library construction work is in progress and efforts are on to move in that direction sooner rather than later, currently all records remain paper based. However, as of now reading room space alongside the Library also provides 3 PC's for use by students. All the PC's in the library have unlimited internet access. A printer and a photocopier is also used by the students and the teachers on a minimal pay-and-use basis. The automation of the college library with Integrated Library Management System (ILMS) is underway. Currently, there is a compact library which is operated manually. The college at present is working towards upgrading the library so as to make it the hub of

knowledge-learning centre through the acquisition and dissemination of knowledge resources.

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

**Response:**

The college library is currently in possession of some rare books, manuscripts, special reports or any other such resources. Some journals and periodicals on current events and social and economic issues, health science, environment, are also subscribed to.

Given our location, size of institution and courses offered (undergraduate programmes only) a requirement for such items has never been identified. The library is also making special efforts to collect books and reports on diverse subjects. Teachers are encouraged to carry out research in and around the district and publish special reports of the same.

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

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

**Response:** 0.29

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.05935	0.05030	0.09711	0.35314	0.90980

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

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

**Response:** No

**4.2.6 Percentage per day usage of library by teachers and students**

**Response:** 2.58

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

Response: 11

## 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities including Wi-Fi**

**Response:**

College IT infrastructure is may not currently match upto the state of the art institutions of the highest standard. However, within our limited affordability we are seeing incremental improvements made as resources allow. Currently free and unlimited Wi-Fi for students and teachers, at least 12 PC's with 24/7 internet access in diferrent locations of the college including the Principal's chamber, Vice principal's chamber, administrative office, library, IGNOU office and one for the use of allumni and visitors have been put to use. All computers and internet routers are fitted with UPS devices for power back-up in addition to a 3000 KV Diesel Generator for alternate source of power.

We have a very stable internet service which is constantly watched and any glitches are sorted out at the shortest possible duration by hiring the services of freelancers. The College has SymBios broadband subscription and wi-fi hotspots can be assessed from any part of the college building: the administrative block, class room and library. The college has also installed biometric finger print attendance system to maximise the contribution and working hours. Surveillance cameras there watching the proceedings almost everywhere in the college: the administrative block, corridors, classrooms, library and the immediate sorroundings.

**4.3.2 Student - Computer ratio****Response:** 133**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** >=50 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)****Response:** No**File Description****Document**

Facilities for e-content development such as Media Centre, Recording facility,LCS

[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****Response:** 99.75

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)

2017-18	2016-17	2015-16	2014-15	2013-14
40.37381	39.19525	42.51574	33.76890	31.154487



File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

#### **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.**

##### **Response:**

1. Library: Library is in the process of being shifted to its new location in the top floor to accommodate maximum number of users. Efforts are on to make it an IT enabled library for easy access of the user.
2. Computer Network: Computers have, in all 14 of them, been provided for use by the students, faculty and the staff with unlimited Internet access engaged with service provider M/s. Symbios (ISP), Dimapur, Nagaland. Free Wi-Fi access being available on demand for students and faculty in Campus
3. Printer and Photocopier: Printer and photocopier facility is available in all important office locations and one dedicated device is available in the library on pay and use basis at minimal charges levied.
4. Surveillance: CCTV Camera is placed in all rooms and floors and overhead all entry points to the college for enhanced security and to monitor all other activities.
5. Power Backup: Library, faculty room and offices have uninterrupted proper power backup, on 24x7 days basis, from online UPS and inverter systems and the entire building has power backup from an installed power Generator.
6. Security personnel: One trained and skilled security personnel has been stationed on the main entrance to have complete vigilance and security control mainly focussing on unusual visitors.

## Criterion 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

**Response:** 51.81

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

2017-18	2016-17	2015-16	2014-15	2013-14
25	276	214	265	280

#### File Description

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

#### Document

[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

**Response:** 0

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

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

#### 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

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

**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**

**Response:** 8.55

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

2017-18	2016-17	2015-16	2014-15	2013-14
60	0	100	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

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

**Response:** 0

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

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

<b>File Description</b>	<b>Document</b>
Details of the students benefitted by VET	<a href="#">View Document</a>

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

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 0

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

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

<b>File Description</b>	<b>Document</b>
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 0

5.2.2.1 Number of outgoing students progressing to higher education

<b>File Description</b>	<b>Document</b>
Details of student progression to higher education	<a href="#">View Document</a>

**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)**

**Response:** 0

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

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

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

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

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Response: 2**

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	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	<a href="#">View Document</a>

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

#### Response:

The student body of the college is termed as Students Welfare Council (SWC). From each class, two class representations are elected from among the students of each section of a class executive office bearers are elected and from among the students. The SWC along with the class representative looks after the interests of the students community of the college and assists the authorities in redressing the grievances of the students in general.

The Vice Principal is designated as the President of the SWC and its ex-officio Convener. However, an executive President, with the General Secretary, Literary & Cultural Secretary, Education Secretary and an assistant in each of the positions is also chosen from among the students representatives to better address students issues and concerns. Along with the executive president and its members, the SWC takes the responsibility of conducting the annual sports meet and the annual cultural cum fresher's day. Budget is allocated for various activities of the students fund is provided by the management of the college for effective functioning. Any fund-raising if needed is done only after obtaining proper approval from the college management. Collections, subscriptions, seeking of contributions or organizing of fund-raising-activities by anybody in or outside the college premises in the name of the college and its events is prohibited.

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

Response: 9.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	10	10	8	7

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 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

**Response:**

The Alumni Association activities limits itself to internal fund raising for the welfare of the college, motivating the fresher's during the orientation period, organizing get-togethers, taking part in institution's cultural activities etc. The association humbly functions at the moment but has generously offered to contribute in a little way, five (05) big dustbins to carry out the Swatch Bharat Abhiyan to convey a message of cleanliness and waste free environment in the college campus. Besides, they also have offered to contribute fifteen (15) wall clocks to convey a message that punctuality is the builder of success.

During the last 5 years, the college Alumni has contributed towards the infrastructure and academic developments while also providing physical support during college events. A report is provided below:

2016 - 17 Batch : 3 Fans for the library.

2015 - 16 Batch : 2 Tables and 2 chairs for the Classrooms. .

2014 - 15 Batch : 3 Microphones.

2013 - 14 Batch : 10 Tube lights.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

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

**Response:** 0

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

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

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

NAAC



## Criterion 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

##### Response:

1. VISION: Towards Excellence in Education

2. MISSION: Shri Digamber Jain Girls' College, Dimapur in the state of Nagaland would strive to prepare young girls as responsible citizens of tomorrow. The college was established to promote collegiate education in arts and commerce subject among the girls student in the state of Nagaland and to instil in the minds of each student the feelings which shall give them an all-round personality firmly based in humanitarian values with a libertarian outlook, scientific temper coupled with mutual co-existence of all living beings and achieve national developmental goals through perseverance.

3. ACTION PLAN:

As per the academic calendar of the university, the college prepares the action plan and institutional goals for the academic session. The principal of the institution prepares the action plan in consultation with the vice principal and all the respective heads of the department. The college Management also ensures flexibility in the action plans in order to accommodate new and evolving ideas. The plan is formulated as follows.

- i. Strict discipline is observed in terms of punctuality of students and staff in the premises.
- ii. Student-centric teaching and other facilities in the campus, love and care to all students through counseling.
- iii. Interaction with stakeholders

The college has put in place a mechanism to interrelate with all the stakeholders including the management, advisory board, alumni, faculty, staff, parents and students. Orientation for students, meeting and discussion by staff and faculty. HODs meetings, departmental meetings, cell meetings are frequently held so that stakeholders know the institutional goals and targets prior to implementation. The college intends to keep them in the loop in all matters related to functioning of the college.

iv. Support for policy and planning through Need Analysis, Research Inputs and Feedback

The leadership is quite aware of the paradigm shift in the field of education and therefore feedbacks from the students in consultation with the stakeholders is analyzed and incorporated into institutional plan to strengthen the institutional processes in all respects.

v. Reinforcing the culture of excellence and champion organisational change

To promote the culture of excellence in the institution, efforts are being made by the leadership to conduct

SOC analysis at the beginning of every every academic session. Initiation of the accreditation process in 2013-14 session and subsequent improvements brought about in the process of course correction is a step in the right direction for the institution in its quest for excellence. The leadership believes in the concept of democratic decision making and every decision or action is taken in a transparent manner. Keeping in tune with all the current developments in the field of higher education, the management is fully committed to structural and administrative reforms for the betterment of the institution.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

The college delegates authority and provide operational autonomy to department/cells and allocates financial assistance for use without interference as long as accounts are duly submitted. Every department executes freedom and authority and manages itself independently to a great extent so long as they reach the overall institutional goals effectively.

The college promotes participative management, each department of the institution are given complete academic autonomy to devise their own plans and strategies regarding their curriculum delivery and academic assignments, minor inter-departmental conflicts, if any, are resolved mutually without the involvement of the management, The college has constituted various committees to ensure each teacher is involved in the decentralized administration. However, in this decentralized structure all individuals associated with the institution are accountable to the Principal. Feedbacks are collected from students on various areas of institutional information by the Principal, staff and faculty views are collected and incorporated, Alumni, parents, Governing Body suggestion, if any, are collected and screened to arrive at a consensus as far as possible and subsequent operational adjustments are made without compromising the crux of the institutional goals.

## **6.2 Strategy Development and Deployment**

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

#### **Response:**

The administrative and academic bodies of the College, before the beginning of the academic session prepare a tentative academic calendar, listing all routine events and activities of the College :Admission date, session opening day, vacations and other breaks, Internal Examinations, Remedial Routine, Cultural Events, Departmental and inter-departmental activities, the College week, Freshers' Day and Parting Social, etc.. By developing a course-map, the college is able to effectively undertake every activity, This is also made available to all faculty, staff, students and parents through the college prospectus and information is made available in the public domain through the webpage.

The management empowers the top faculty to focus on strategic planning and managing its daily activities, It establishes a clear mission, vision and set objectives and communicate the institutional goals, describes what is expected in terms of result and this encourages the faculty to think creatively to solve problems and figures out the path to improve the quality aspects. Such quality-policies are reviewed at regular intervals

though IQAC and personal interview and through them the management realises its strategic quality-policy. Lesson plans are also designed by respective departments and subject teachers in accordance with the tentative calendar for effective delivery and completion of course syllabi.

The institutions has its perspective planning. It makes projections of medium and long term development plans. The aspects which are considered for inclusion in the short term planning are upgradation of infrastructure facilities like construction of an auditorium (construction is underway and expected to be ready before the next academic session), Hostel and additional classrooms, To offer add-ons and skill based courses is another aspect which the college is contemplating seriously which, however, is impeded by infrastructural constraints. The long term plan is to upgrade this institution into **an exclusive women-only university** which will be the first of its kind in the North East.

### **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**

#### **Response:**

The College has a well designed structure for administrative set up governing bodies, employees service rules and constitution and a promotion policy.

**Governing Body:** The management of the college is in the hands of the Governing Body (GB) which constitute the Apex Administrative Body headed by the Secretary, Joint Secretary and Deputy Secretary directly appointed by the S.D.Jain Samaj, Dimapur i.e. the managing body of the College.

**Service Cadre:** It comprises of the Principal, Vice Principal, Assistant Professors, Accountants Section, Office Assistants, Library Staff, and Multi-tasking personnel.

**Student Body:** The college has the provision of Student Body called Student Welfare Council with six executive members and two class representatives from each sections of each class that directly reports to the college authority concerned any problem/grievances faced by the student.

**Grievances Redressal Mechanism:** The College provides for Grievances Redressal Cell led by Vice Principal/Senior Lecturers and Managing Committee members. Grievances, if any, are addressed appropriately and promptly. In case of the faculty and staff, staff representative or senior professors to the board presents the concerns of the employee.

### **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**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

**Response:** C. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

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

**Response:**

The college has well defined body of cells and committees to engage in the various spheres of the college administration, academic and developmental activities. Some of the important cells and committees are: Discipline Committee, Anti Ragging Cell, Internal Complaints Committee, Committee Against Sexual Harrassment at workplace, Examination Committe, Admission Committee, Election Committee, SC ST Cell, the IQAC, etc.

The Discipline Committee consist of 8 Faculty members, Student Welfare Council and all the Class Representatives. The Committee sits regularly to determine matters related to aspects such as College Uniform, Discipline, Hygenic condition of the Campus as well as matters related to use of mass media (PHONE) by the student. It also tackle matters relating to misunderstanding between student when such situation arises.

The Anti Ragging Cell tries to sensitize and prevent and to suggest curative measures against the malady of ragging in the institution. It has the memembrs who are open ato hear complaints and allegations and alleviate the grievances should any student is subjected to ragging which, however, has not happened so far in this institution.

### **6.3 Faculty Empowerment Strategies**

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

**Response:**

The institution plays a significant role to enhance the professional development of its teaching and non

teaching staff. The institution facilitates the faculties in term of financial help, reduced workload, special leave, etc for whoever wants to undergo research or engage in research related projects. Special incentives are also given to Ph.D or NET qualified faculties. Training programme for knowledge upgradation are held regularly both for faculties and non teaching staff. The faculty members are encouraged to attend refresher courses, orientation programmes, seminars, workshop, conference, etc. The non teaching staffs are encouraged to attend courses and training programme to upgrade their knowledge in office administration. Many welfare schemes are available for teaching and non teaching staff such as Employees Provident Fund, ESI contribution for the eligible staff, Gratuity, Casual Leave, Maternity Leave, Some Medical Aid, Annual Increment in basic Salary and financial assistance in time of sickness/ demise/emergencies.

### 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

**Response:** 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

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

**Response:** 0

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

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

#### 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

**Response:** 12.86

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	7	4	5

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

The management receives reports of the teachers through the principal after which the college Managing Board/ HODs/ Staff meeting are held. It is here that the results and achievements are acknowledged and received. Achievers are appreciated and under-achievers are encouraged. Teachers are appraised and motivated to take up developmental programme. Teaching-learning, research and consultancy, extra curricular activities, involvement in additional responsibilities, Teacher-Student relationship, punctuality, regularity, etc are some of the points of evaluation. All these are made available to the stakeholders in writing, any outcome that is reported, the board members interact with the staff individually and take remedial measures or remarks are given.

### 6.4 Financial Management and Resource Mobilization

#### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

The financial resource made available to the college from fees collected from the student and other

agencies is put to judicious use, Budgetary allocations made to various committees for undertaking assignments as building construction and maintenance, augmentation of library resources, sports and other extra-curricular activities by the head of the Institution is subjected to audit at the end of the allotted assignment and at end of every financial year by a C.A. appointed by management.

The major source of Institution's fund is Fees received from student and an annual Grants-in-Aid (approx Rupees two lakhs in a year) released by the State Govt. In case of any deficit, the Institution meets the same through its reserve fund. After the internal audit, a chartered accountant does the final auditing.

#### **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)**

**Response:** 0

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

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

#### **File Description**

Details of Funds / Grants received from non-government bodies during the last five years

#### **Document**

[View Document](#)

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

**Response:**

The college is run on self financing basis. The college has income and anticipated expenditure budget made for every Academic Session after studying the needs at any level. The college Accountant, on the advice of the Principal, prepares the budget for the session which is laid before the managing committee for approval after which fund is made available for construction and maintenance of buildings, purchase of furniture, payment of salary and other remuneration, welfare/extra curricular expenses, etc. All student activities are funded by the college howsoever humble it may be. All the onetime or recurring expenditures are well thought out and efforts are made to make the best utilization of the resources available.

### **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**

**Response:**

Even though the institution is undergoing only the first cycle of accreditation, it has established an Internal Quality Assurance cell (IQAC) ensuring quality assurance to its stakeholders. In this regard the IQAC acts as a primary agent in implementing the quality parameters of the institution. It supervises the activities of the institution and devises such plans and programmes which contribute in institutionalizing the quality assurance process. The institution aims at all-round development of the student and, therefore, besides effective curriculum transaction and academic accomplishments, we emphasize the inculcation of moral values, civic sense, health and hygiene awareness, informed citizenship, environmental awareness and the feeling of national self-respect.

Some of the decisions taken by IQAC which have been approved and implemented are:

1. Construction of an Auditorium.
2. Installed Wi-Fi enabled Campus.
3. CCTV Surveillance provided.
4. Creation of College Website.
5. Construction of clean Hygienic Toilets
6. Expansion of existing library.
7. Publication of College Journal.
8. Installed office automation software (Developed some glitches and hence discontinued but efforts are on to fix the issue)

### **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**

**Response:**

To continuously review the teaching-learning process, regular departmental meetings are held and reports of the outcomes of such meetings are communicated to the principal for appraisal. Principal, Vice Principal along with the Examination Committee (HOD's) monitor the performance of the various departments regarding the examination result, Examination Committee prepares the exam routine at the beginning of every academic session in compliance with the credit points given by the University. Class representatives bring it to the notice of HOD if any difficulty is encountered by them in the teaching learning aspects.

Principal, Vice Principal and HODs meet frequently to discuss/assess the teaching-learning process and its outcomes. Student attendances are checked month-wise and displayed on the notice board. The defaulters are identified and students along with parents are called to give consultation. Internal tests are conducted and the papers evaluated and marks are displayed on the notice board or read out in the classroom by the subject teacher. Regarding the outcome from such reviews, considerable improvement can be seen in the teaching-learning aspects.

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

**Response:** 0.2



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

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

The College has carried out maximum possible enhancement programmes in many important aspects to achieve higher performing index in regard to the infrastructure, academic and co-curricular aspects. The faculty members also conduct and attend refreshers, short term courses and orientation programmes organized by different other Institutions and Universities.

The College constructed a new spacious Library to build upon a modest 3434 volumes books. The campus is connected with wi-fi facilities. It publishes a Journal yearly as well as the annual College Magazine where students can showcase their talent, groom and develop their writing skills. At present the College has different cells and clubs which presents the opportunity for the all-round development of the student by conducting personality developmental programme.

Classroom learning has been made an exciting affair with the experiments in using of audio-visual aids and we are inching closer to converting our existing classrooms into smart classrooms. We have adopted the white boards and the green boards methods, class participation methods, group discussion methods and question and answer sessions, among others.

In short, the college has been doing its best to make the students learn, excel and to lead the society.

## Criterion 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**

**Response: 5**

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

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

**File Description**

**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**

**Response:**

The college by its motto and practice, being a girl's college, shows extra sensitivity towards girls interests, emotions, needs and demands, not only in terms of providing physical facilities but through personal care and touch. College environment is such that the student feels safe and secure due to predominance of sensitive lady mentors and lady teachers. The presence of Students Welfare Council, Committee Against Sexual Harassment at Workplace, Anti-Ragging Cell and the Grievance Redressal Cell make the campus free and secured. Some of the facilities available in the campus are:

1. Counselling Room
2. Students' Common Room
3. Ladies Toilet on each Floor.
4. Free Medical Checkup at Jain Charitable Hospital owned by S.D Jain Samaj Dimapur.

**7.1.3 Alternate Energy initiatives such as:**

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

**sources****Response:** 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 19572

**File Description****Document**

Details of power requirement of the Institution met by renewable energy sources

[View Document](#)**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 11.69

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

Response: 864

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7392

**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**

**Response:**

Despite the fact that the college is located in the midst of din and hunt of the crowded town, waste management is a major challenge for the institution in particular and for the immediate neighbourhood in general. The towering building closely connected to each other is left with little space for green environment barring a few old trees in the locality. The college leaves no stone unturned to sanitize the students by providing proper infrastructure for waste management.

**SOLID WASTE MANAGEMENT:** Due to non availability of open space to dump the solid-waste into dug-pits, the college has installed two types of Dustbin: Red and Green. Red for bio-degradable waste and Green for non-degradable waste. Both degradable and non degradable wastes are collected separately and

transported to concern bodies for recycling. Besides that, the college has gone a step further to make the campus **Plastic Free Campus** by banning all types of polythene carry-bags.

**LIQUID WASTE MANAGEMENT:** The liquid waste from bathrooms and toilets are drained out through pipelines directly into the drains connected to public sewage. The drainage system is regularly maintained by a team of caretakers.

**E-WASTE MANAGEMENT:** Besides solid and liquid management, e-waste is another area of serious concern. Because of more electrical and electronic appliances being used in office management, the waste materials are to be managed at regular intervals. The waste materials in the likes of printer, tonner, cartridges, drums, cables and wires, etc, are carefully collected and diposited with the concerned body for recycling.

### 7.1.6 Rain water harvesting structures and utilization in the campus

**Response:**

Depletion of underground water is a global phenomenon and judicious use of rain water is a paramount necessity. Our college located in thickly populated areas necessitates reserving the rain water. Although no scientific system has been put in place for wholesome reserve of water but two big tanks are placed under roof top to channelise the water into the reservoir. The college roofs are sloped designed to harvest rain water. The roofs are fitted with ridging channels and sourced to water reservoirs.

### 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**

**Response:**

**GREEN PRACTICES:** In order to sensitize the baneful impact of environmental pollution, the students are encouraged to use bicycles and to supplement it a bicycle stand with iron grill is put in place. Our college is purely a plastic-free campus. Polythene bags are not allowed to carry into the campus. Our college office is fast moving towards a paperless office. Although a paradigm shift is not possible immediately but the use of papers are kept at bare minimum unless absolutely necessary. The installation of Biometric Attendance device has reduced the need of recording teachers and staff attendance in paper. To develop a conscious mind to preserve nature is of paramount importance. In this exercise, the college authority in association with the students body, despite spatial limitations, has planted flowers and medicinal plants in the flower vase in each floor. The Students Welfare Council constantly monitors the Green Initiative with regular watering of the plants.

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response:** 0

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)

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

**File Description****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)

**A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** E. None of the above**File Description****Document**

Resources available in the institution for Divyangjan

[View Document](#)

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 0

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 0

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

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

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

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website****Response:** No

**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**

**Response:** No

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

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

**Response:** No

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

**Response:** No

**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**

**Response:** 3

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

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

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

**Response:**

The institution organizes national festivals and birth/death anniversaries of great Indian personalities along



with the rest of the country. Independence Day and Republic Day are prominent among them. Students are allowed to take part in the parade at the public ground, and different competitions like Painting and Essay writing, etc are held to commemorate the special day. Besides that, Pre-Christmas organized by different departments is also a prominent celebration. Since the college is under the management of Jain Community, Mahabir Jayanti, in collaboration with the Temple Management is celebrated with great spirit and enthusiasm.

The 05 September is a special day for the students as they organize a grand Teacher's Day programme to commemorate the great teacher of all times, Dr. S. Radhakrisnan and to acknowledge the contributions made by their own teacher in molding their personality. The 21 June is another important date that has been the part of the celebration since the year UNESCO has declared it as International Yoga Day.

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

#### **Response:**

Transparency and accountability is the touchstone of an effective administration so as with our institution. One of the most sought after event of our College is the Freshers' Social cum *the Annual College Day*. Besides that, Sports Week, Art and Literary Competitions are held involving every stakeholder of the college. Despite the constraints of space and best facilities, students eagerly participate in the extra-curricular activities organized in connection with those events in the spirit of participating like their curricular responsibilities. Even the reflection of the needs of the students in the written form through suggestion box or direct verbal communication to the authority, serve a great deal to implement their needs into action. The College Excursion cum Study Tour undertaken by the Final Semester students provide a huge platform for inculcating the values like leadership, group feeling, team spirit, charity, team work and most specifically cultural exchange with the people of other parts of India.

However; to enable students to have maximum participation, the following steps has been taken:

The Jain College Managing Committee approves the financial outlays for all the events, in the likes of the Freshers' Social cum Annual Day, Literary Competitions organized in the institution which is carried out by the Principal. The money is handled by the accounts section of the college. All expenditures are to be approved by the Principal and vouchers/cash memos to be meticulously submitted to the accounts section.

## **7.2 Best Practices**

### **7.2.1 Describe at least two institutional best practices (as per NAAC Format)**

#### **Response:**

#### **Best Practice No.1**

1. Title of Practice: Orientation to pursue professional courses

2. Goal /Aim: One of the best practices that the institution has endeavored is the invitation of various agencies offering professional courses guiding them to choose their career aims:

- To orient the students on future career prospects.
- To help the students to have proper choice of their profession.
- To develop the quality of professionalism.
- To acquaint the students with various professions available to suit their aptitude and potentialities
- To develop humane qualities.

3. The Context:

Our institution being the premier institution offering arts and commerce courses is keen to develop overall personality, positive attitude, self confidence and the skills essential for living a successful life. In order to achieve the stated objectives, the institution is constantly in touch with various such agencies or institutions to organize seminars, workshops, etc, to orient themselves for living a successful life. Professionals in different areas are invited on pre-determined schedule to enlighten the students about various career opportunities available to them, what are the specific courses they can opt for and what are the various institutions available to cater to their needs.

4. The Practice:

In order to maintain the benchmark of being an 'Institution with a difference' the college endeavors to adopt a systematic and disciplined approach for personality development and professional development of the students. There are two faculty members, Dr. Sant Kumar Gupta and Dr. Dinesh Sarmah, who are designated as career counselors to provide necessary information regarding different career opportunities by distributing manuals and brochures and also periodical classes apart from the normal academic pursuits. We also organize counseling programmes and motivational talks inviting renowned individuals who have made a benchmark in their own lives. Apart from these activities the College strives to uplift the academics of the under-performing students and students with less attendance by arranging tutorial classes. With the aforementioned activities the college not only disseminates academic learning but makes education a holistic activity towards developing a skillful employable graduate, ready to serve the society and the nation.

Following are the systematic approach undertaken by the institution:

- Orientation on professional courses has become an integral part of the teaching learning-exercise at the college for which time is specified in advance.
- Through notice board and circulars students are informed to avail the facility of such activities.
- Each programme is well supported by LCD projector, audio system and other electronic devices.
- Normally, sessions are divided according to class in order to cater to the needs of each and every one.
- Discussion interaction/workshop and brain storming sessions are the major mode of interaction.

5. Evidence of success:

- Building self-confidence among the students.
- Get access to the avenues available to them to choose a suitable career.
- Get a platform to develop their skills.
- Improves the quality of education.
- Parents and guardians show appreciation and support for College initiatives.

Our college being a girls' college, we work on the paramount necessity of women empowerment. We try to shy away from the traditional concept of women as a house keeper to a concept that enables the girls to be self sufficient and become respectable members of the society. In this direction we follow a system which is not just a means to earn a degree and a job, but a wholesome and meaningful living with civic/ social responsibility and self sufficiency at its core. An educational system which enables the students to introspect and retrospect upon their lives in order to fulfill their purpose and meaning of life by striving towards achieving their goals. There are many students who have achieved greater heights in their chosen field.

Many of our students make it to achieve greater heights in several fields such as fashion designing, modelling, aviation hostess, academia, civil services, social and commercial entrepreneurs, political leaders, and social activists. To name some, from amongst the many, Marina Kiho, Miss Nagaland; 2018, Vidya Gurung, Advocate- Guwahati High Court, Yolila Sangtam, Ph.D Bangalore University, Manisha Jain, Chartered Accountant, Ajano Nakhro - Air Hostess in Qatar Airways, amongst several others.

#### 6. Problems Encountered and Resources Required:

Since those workshops are to be conducted in the normal class hours it affects the normal class activities.

Lack of avenues available in the state to practice their skill.

### **Best Practice No.2**

#### 1. Title of Practice: Social Service Campaign

2. Goal /Aim: One of the best practices that the institution has endeavored is the Social Service Campaign to inculcate the values of benevolence, humanity, magnanimity, sacrifice, altruism and empathy among the students to implement them in future life. Our students visit different orphanages in and around Dimapur, meet the children residing there, share their feelings and vibes and even extend financial help.

- To inculcate among the students the value of social responsibility.
- To enlighten them about the need of social service.
- To instill among them the readiness to respond to the humanitarian cause.
- To develop the quality of leadership among the students.
- To develop the virtues of compassion, love, cooperation, charity and empathy.

#### 3. The Context:

The activities of the Social Service Campaign are the epitome of all educational endeavors. The modern world characterized by individualism and professionalism have left less space for the people to think about others especially those who need care and support. Helping someone who is in need is truly a soul feeding experience that helps the students to imbibe the value of charity, love, compassion and most importantly the sense of belongingness to the society and the nation. The nucleus of establishing our college is the charity to the community which finds its manifestations through different social service programmes organized by the students round the year.

#### 4. The Practice: Social Service

- Social Service Campaign has become an integral part of the teaching-learning exercise at the college for which time is specified in advance.
- Through notice board and circulars students are informed to avail the facility of such activities.
- The Department of education being the path breaker in this endeavor has percolated to all departments across the streams, Arts and Commerce, as the time goes on.
- Each programmes/ campaigns are led by the assigned teacher in-charges. In fact, it is mandatory for all the faculty members of the department who have organized the programme.
- The areas of operation are selected in advance and planning for accomplishments made in advance in presence of the participating students.
- Discussion interaction/workshop and brain storming sessions are the major mode of interaction.
- Suggestions, ideas, views and opinions are invited from the participating students with a positive note.
- All their suggestions, ideas, views and opinions are integrated and a resolution and working strategies are prepared.
- Financial requirements are met by the students themselves except in the situation when the institutional support is deemed necessary.

#### 5. Evidence of success:

The success and failure of any programme depends upon the effective leadership, institutional support, students whole-hearted involvement and co-operation, support of the all the stakeholders and visionary policy and planning. The encouragement and support of the institution for social service in particular which was the nucleus of establishing our college has gone a long way in instilling a healthy social habit. Visiting to the orphanage situated in and around Dimapur town every year after the end of both Odd and Even semester-end examination, sharing time with the orphan children, understanding their feelings, providing stationeries, books and stuff, is the part of regular exercise.

Providing food and clothing to the poor and the destitute in and around the Dimapur railway station premises is also a part of regular exercise. The same spirit has been maintained by our alumni Marina Kiho, after being crowned Miss Nagaland, started doing charity work with the prize money she got. It is evident that such endeavor led to;

- Building leadership qualities among the students.
- Generate a sense of belongingness to the society.
- Get them acquainted with the living conditions of the people and their struggle for survival.
- Helping in better utilization of time, the leisure time is utilized in gainful ways by being involved in social service.
- Motivate the students to manage and organize people.

- Feel satisfied and be involved in a task that earn blessings and best wishes in return.
- Get a platform to develop their skills.
- Improve the quality of education.
- Parents and guardians show appreciation and support for College initiative.

#### 6. Problems Encountered and Resources Required:

Although Social Service Campaign is a soul feeding experience, it needs a lot of resource and dedicated effort on the part of the group leader and the team as well as support from the prominent personalities and the administration. Mobilization of human resource is a challenge to accomplish such a missionary endeavor.

### 7.3 Institutional Distinctiveness

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

##### Response:

S.D.Jain Girls' College was established to promote collegiate education in arts and commerce subjects among the girls students in Dimapur town in the state of Nagaland and to instill in the minds of such students the feeling which shall give them an all-round personality firmly based in humanitarian and liberal outlook. The objective of the institution is to prepare young girls as responsible citizens for tomorrow and the management spares no means to achieve this goal. The college strives to be an institution of excellence imparting quality education in Arts & Humanities and Commerce for Degree courses under the Nagaland University.

Many of our students make it to achieve greater heights in several fields such as fashion designing, modelling, aviation hostess, academia, civil services, social and commercial entrepreneurs, political leaders, and social activists. To name some, from amongst the many, Marina Kiho, Miss Nagaland; 2018, Vidya Gurung, Advocate- Guwahati High Court, Yolila Sangtam, Ph.D Bangalore University, Manisha Jain, Chartered Accountant, Ajano Nakhro - Air Hostess in Qatar Airways, amongst several others.

Many of our students are academically well enriched to be employed in many reputed schools and colleges as teachers. In fact, some of them work in our own college in the capacity of teachers and non-teaching staff. The well maintained college neat and clean corridors is a testimony to the fact the both the faculty non-teaching staff and students tirelessly strive towards making their college beautiful. We are proud that our vision of "TOWARDS EXCELLENCE IN EDUCATION" has borne fruit in creating a pool of environment-conscious and socially-responsible citizens who remain spiritually bonded to the college throughout their life.

## 5. CONCLUSION

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### **Additional Information :**

In a fast changing academic environment the college is well poised to take on future challenges of higher education.

The college strives to maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.

S.D.Jain Girls' College strives to be an institution of excellence imparting quality education in Arts & Humanities and Commerce for Degree courses under the Nagaland University. This is the first women college in Nagaland to start BA and B.Com courses.

### **Concluding Remarks :**

The college has continuously upgraded its facilities and infrastructure to respond to the changing pedagogic and research environment. The college curriculum has changed in the last five years (Semester and Choice Based Credit System systems) and has helped contemporize the syllabus.

The college faculty and students have responsibly engaged with people and community, fulfilling its role in making knowledge and information accessible to people. It lives up to the vision and mission of the institution and stood the test of time. Truly, it is a tribute to the Founder members who envisioned women empowerment through this college of higher education marching ahead for national development!

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>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</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	3	0	1	1	0	2017-18	2016-17	2015-16	2014-15	2013-14	1	0	1	1	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	0	1	1	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	0	1	1	0																	
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 308</p> <p>Answer after DVV Verification: 114</p>																				
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise</p> <p>Answer before DVV Verification : C. Any 2 of the above</p> <p>Answer After DVV Verification: D. Any 1 of the above</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken</p> <p>Answer After DVV Verification: E. Feedback not collected</p> <p>Remark : Revised based on the clarification of HEI and also no report of feedback provided</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>296</td> <td>318</td> <td>270</td> <td>324</td> <td>339</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	296	318	270	324	339										
2017-18	2016-17	2015-16	2014-15	2013-14																	
296	318	270	324	339																	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
295	317	270	324	340

Remark : The supporting link has error

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

2.3.2.1. Number of teachers using ICT

Answer before DVV Verification : 8

Answer after DVV Verification: 0

Remark : Nol relevant link, photograph or any supporting document provided

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : Only 3 Ph. D Certificates provided

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

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 before DVV Verification:

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

Answer After DVV Verification :

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



Remark : Irrelevant document support. No awards

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
35.33021	12.39361	9.83432	1.77402	28.34682

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
35.33	12.39	2.16	1.47	3.44

Remark : Revised as per supporting document. However, the document is not an abstract from the audited statement of accounts

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	23	20	0

Answer After DVV Verification :

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

Remark : No relevant information

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
20	50	50	0	0

Answer After DVV Verification :

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

Remark : Supporting documents not provided

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.

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 before DVV Verification:

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

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : The supporting document has no relevance on any meeting conducted. Looks like a printed copy

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 before DVV Verification : D. At least 2 of the above

Answer After DVV Verification: E. None of the above

Remark : Revised as per clarification given by HEI

## 2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of computers Answer before DVV Verification : 3 Answer after DVV Verification : 0