

## PROFILE OF THE AFFILIATED COLLEGE

### 1. Name and address of the college:

**Name:** UNITY COLLEGE

**Address:** Unity College Near N.U Residential Campus,

Residency Colony, Dimapur,

**City:** Dimapur      **Pin:** 797112      **State:** Nagaland

**Website:** www.unitycollegedimapur.com

### 2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. S.K Chhabra	O: 03862-248962 283589 R: 03862-229641	9436004436	03862-248614	skc_dmp@yahoo.co.in unitycollegedimapur@gmail.com
Vice Principal	Mrs. T. Renthunglo Shitiri	O: R:	8415923956		shitirirenthunglo@gmail.com
Steering Committee Co-Ordinator	Mrs. T. Renthunglo Shitiri	O: R:	8415923956		shitirirenthunglo@gmail.com

### 3. Status of the Institution:

Affiliated College     

Constituent College     

Any other (specify)

**4. Type of Institution**

a. By Gender

- i. For Men
- ii. For Women
- iii. Co-education

b. By shift

- i. Regular
- ii. Day
- iii. Evening

**5. Is it a recognized minority institution?**

- Yes
- No

**6. Nature of funding:**

- Government
- Grant-in-aid
- Self-financing
- Any other

7. a. **Date of establishment of the college:** 01 Feb' 2007

b. **University to which the college is affiliated / which governs the college:** See Annexure 1.

NAGALAND UNIVERSITY

c. **Details of UGC recognition:** See Annexure 2.

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks ( If any)
i. 2 (f)	7/05/13	
ii. 12 (B)	7/05/13	

d. **Details of the recognition / approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)**

Under Section / Clause	Recognition/Approval details Institution / Department/Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), to its affiliated colleges?

Yes  No

If yes, has the college applied for availing the autonomous status?

Yes  No

9. Is the college recognized

a. by UGC as a college with Potential for Excellence?

Yes  No

b. for its performance by any other governmental agency?

Yes  No

10. Location of the campus and area in sq.mts:

Location*	Sub-Urban/Tribal Hilly Area
Campus area in sq.mts	9740 approx.
Built up area in sq.mts	4000 approx.

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

**Auditorium**

- Seminar complex with infrastructural facilities √

**Sports facilities**

- Play ground √

**Hostel**

- Boys hostel Nil
- Girls hostel √
  - i. Number of hostels : 1 (one)
  - ii. Number of inmates : 25

iii. Facilities (mention available facilities): 24 hrs water and electricity supply, drinking water facility, individual study table and shelf, computers with internet connectivity, recreational facilities.

- Working women's hostel Nil
- Residential facilities for teaching and non-teaching staff (give numbers available and cadre wise) Nil

**Cafeteria** √

**Health Centre** Nil

**Facilities like baking, post-office, book shops** Nil

**Transport facilities to cater to the needs of students and staff** √

**Generator or other facility for managing constant supply and voltage of electricity** √

**Water harvesting** √

**12. Details of Programmes offered by the college (Give data for current academic year)**

S.No.	Programme Level	Name of the Program /Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ Approved	No. of Students admitted
1	Under-graduate	B.A B.Com	3 years (6 Semesters)	10+2	English	850	762
2	Post-graduate (IGNOU)	M.A M. Com	2 years	Graduate	English	60	40
3	Any Other (specify and provide details)	Computer Course (NIIT)	3 years (6 Semesters)	10+2	English	400	310

**13. Does the college offer self-financed Programmes?**

Yes  No

If yes, how many?

**14. New programmes introduced in the college during the last five years if any?**

Yes  No  Number



**15. List the departments: (respond if applicable only)**

Particulars	UG	PG	Research
Arts	English, History, Pol. Science, Sociology, Education and Economics	English, Pol. Science, History, Sociology	
Commerce	Accounting & Management	Commerce	
Any other not covered above			

**16. Number of Programmes offered under (programme means a degree course like BA, B.Sc, M.A, M.Com)**

- a. Annual system
- b. Semester system
- c. Trimester system

**17. Number of Programmes with**

- a. Choice based credit system
- b. Inter/multidisciplinary approach
- c. Any other (specify and provide details)

**18. Does the college offer UG or PG programmes in Teacher Education?**

Yes  No

If yes,

- a. Year of Introduction of the programme(s) :
- and number of batches that completed the programme :
- b. NCTE recognition details (if applicable)

Notification No.:

Date :

- c. Is the institution opting for assessment and accreditation of teacher education separately?

Yes  No

**19. Does the College offer UG or PG Programme in Physical Education?**

Yes  No

**20. Number of teaching and non-teaching positions in the Institution**

Positions	Teaching Faculty						Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		M	F	M	F
	M	F	M	F	M	F				
Sanctioned by the UGC / University/ State Government										
Recruited										
Yet to recruit										
Sanctioned by the Management / Society or other authorized bodies					06	20	06		03	01
Recruited					06	20	06		03	01
Yet to recruit										

**21. Qualification of the teaching staff**

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent Teachers</b>							
D.Sc / D.Litt.							
Ph.D					1	2	3
M.Phil							
PG					5	18	23
<b>Part-time Teachers</b>							
D.Sc / D.Litt.							
Ph.D							
M.Phil							
PG					2		2

**22. Number of Visiting Faculty engaged with the College.**

- 1 Mr. Atma Ram Dwivedi, Hindi Dept.
2. Mr. R.P. Chauhan, History Dept.

23. Furnish the number of the students admitted to the Institute during the last four academic years.

Categories	2010		2011		2012		2013	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	02	01	01	02	04	02	07	04
ST	308	152	309	162	383	195	371	197
OBC	02	07	05	07	05	03	11	06
General	29	10	27	13	29	28	28	26
Others								

24. Details of Students enrolled in the college during the current academic year: (2013)

Type of students	UG	PG	Total
Students from the same state where the college is located	646	-	646
Students from the other states of India	04	-	04
NRI students	-	-	
Total			650

25. Dropout rate in UG and PG (average for the last two batches)

Enrolled in first year, minus those appeared for final exams in the final year from among them = Dropout.

(e.g. enrolled in 2007, 100 Minus those who appeared for final exams in 2010, 85 = dropout 15)

UG

2%-3%

PG

1%

26. Unit Cost of Education:

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component Rs.9225.82

(b) Excluding the salary component Rs.2780.98

**27. Does the college offer distance education programmes (DEP)**

Yes  No

**If yes,**

a) Is it a registered centre for offering distance education programmes of another University

Yes  No

b) Name of the University whose courses are offered

c) Number of programmes offered

d) Recognized by the Distance Education Council

Yes  No

**28. Provide Teacher – Student ratio for each of the Programme/ Course offered:**

Under Graduate	Arts	Commerce
	30:1	30:1

**29. Is the college applying for**

Accreditation : Cycle 1  Cycle 2  Cycle 3  Cycle 4   
Re-Assessment:

**30. Date of Accreditation \* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)**

Cycle 1: (dd/mm/yyyy) Accreditation Outcome / Result

Cycle 2: (dd/mm/yyyy) Accreditation Outcome / Result

Cycle 3: (dd/mm/yyyy) Accreditation Outcome / Result

**31. Number of working days during the last academic year.**

**32. Number of teaching days during the last academic year.**

(Teaching days means days on which lectures were engaged excluding the examination days)

**33. Date of establishment of Internal Quality Assurance Cell (IQAC)**

IQAC 22/ 09 / 2010.(dd/mm/yyyy)

**34. Details of submission of Annual Quality Assurance Reports (AQAR)**

- AQAR (i) 2013 - See **Annexure 3**.
- AQAR (ii)
- AQAR (iii)
- AQAR (iv)

# **CRITERION 1**

## **CURRICULAR ASPECTS**

### **1.1 CURRICULUM PLANNING AND IMPLEMENTATION**

#### **1.1.1 State the vision, mission and objectives of the institution, and describe how it is Communicated to the students, teachers, staff and other stakeholders.**

##### **VISION**

The college enshrines in its vision the ideal of imparting quality higher education adhering not only to national but also to international standards. Through effective implementation of the curriculum laid down by the University, the students would be empowered with an education that hones life skills and employability and at the same time foster an enduring sense of discipline and single minded dedication to work.

##### **MISSION**

The mission of the college is to have programmes that ensure the all round development of its students. The goal in view is an education that transforms young students and equips them to be self-reliant; face challenges in their personal and professional lives; inculcate a value system and help in the quest for excellence; the college endeavours to maintain a learning atmosphere that reinforces the ideals of professional competence and social commitment.

##### **Our Mission is to:**

- Impart holistic education in order to promote fostering of global competencies.
- Enable and empower students to be self- reliant, and inculcate a value system and help in the quest for excellence.
- Illuminate and guide the students on the right path in order that they become responsible members of their family and society

##### **OBJECTIVES**

The College was established with the objectives of encouraging and fostering higher quality education, where the students will become not only productive but proactive responsible citizens of tomorrow.

**The vision and mission of the college is communicated to the students and staff through:**

- The College Prospectus.
- Orientation lectures at the beginning of every academic session where freshers are expounded on the goals and aspirations of the college, and the duties and accountabilities expected of them.
- The various Counseling/Welfare cells where students are assisted with appropriate information and advice.
- A continuous system of evaluation of students' progress such as tests, assignments, seminars, projects, midterm and selection and final university examinations.
- Extra-curricular activities and the extension programs such as health awareness, sanitation, work culture, value education, educational tours, and education on discipline that help to achieve the goals of higher education.
- Classroom teaching with reference to societal situation.
- Literary and art competitions.
- Sports and games.
- Special individual attention given to academically weak students.
- Teachers teach by leading exemplary lives. They are actively involved in many social activities and organizations concerned with social upliftment that ensure that the institution's mission is not only confined to classroom teaching but is also applied outside.
- Educational tours are organized every year to broaden the knowledge of students.
- A coordinated system of checks and balances that ensures the smooth functioning of the administration at all levels.

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the Curriculum? Give details on the process and substantiate giving specific example.**

The college develops and deploys action plans in terms of sequence and stages for effective implementation of the curriculum:

## **Planning**

The calendar of activities for the upcoming session is discussed before the commencement of the new session by the IQAC committee.

The Committee tentatively decides the dates for important events, departmental activities, Seminars, Workshops, celebrations of Festivals.

The faculty members of various departments led by the Head of Department (HoD) conduct their internal meetings and chalk academic plans for the coming session. They organize a teaching plan schedule to complete the syllabi within the given number of working days.

Time schedules along with teaching plans are prepared by the HoD within the framework of the academic calendar issued by the University. Each department sets up its routine in such a way that the curriculum is distributed automatically without impairing the academic interest of anybody concerned.

The teaching plans are sent to the Principal who reviews and approves it. The teaching plans are regularly reviewed and restructured.

The HoD maintains the details of their department's teaching-evaluation schedule in their registers.

The Principal meets the Heads of Departments to ensure that syllabi are adequately covered.

## **Testing**

The college conducts at regular intervals class-tests, written assignments and examinations to assess the students. The class-tests are conducted by subject teachers by means of written-test (e.g. class-test on writing, open-book tests), oral-test (e.g. Quiz, presentation etc) on certain topics relating to the subjects etc. In addition, the teachers adopt innovative methods of assessment like book review, verbal tests, tests from question banks, class debate, assignments etc. The lecture method of teaching is supplemented by the use of audio visual aids, projects, seminars, field trips, group discussion, internet browsing and other practical supplementary aids.

The institution conducts one preparatory examination in the interest of the students before allowing them to sit for the End Semester Examinations. The internal examination results are announced within two weeks of the examination and answer scripts are shown to the students.

Details of the evaluation methods and schedules are communicated to the students through prospectus and notices.

Extracurricular activities are held at regular intervals to develop aesthetic potential and team spirit. Various activities are organized to help students develop their talents as well as gain practical experience in organizing and managing various events such as debate, quiz, freshers day, sports week, advent Christmas celebrations, etc.

### **1.1.3 What type of (procedural and practical support) do the teachers receive (from the University and/or Institution) for effectively translating the curriculum and influencing teaching practices?**

The college is affiliated to Nagaland University, Lumami. The university provides the entire course syllabus, text books and reference books detail, question pattern etc., which enables the teacher to follow the curriculum for each semester.

The IQAC committee formulates the time table for the entire year. Infrastructure such as class rooms, audio visual equipment etc. is made available by the college.

Funds are allotted by the college to various departments for purchase of course materials to ensure smooth running of the courses; for organizing Seminars, Workshops and Conferences.

To keep abreast of the new developments in the respective areas of specialization, and to improve academic skills, the teachers are encouraged to participate in National and International Conferences/Seminars /Symposia, etc organized by the college and other Universities and Institutions of the country.

Faculty members are also encouraged to attend Orientation and Refresher courses held in the University from time to time. For instance, Commerce and English departments organized Curriculum Planning and Orientation and our faculty members took part. This includes the latest trends in teaching pedagogy, trends in the use of ICT, etc that helps in the updating and upgrading of knowledge in their subject. The college also grants study leave to the teachers for higher studies and research under the Faculty Improvement Programme (FIP).

The institution provides library and e-learning facilities to the faculty to effectively deliver the curriculum.



#### **1.1.4 Specify the initiatives and contributions of the institution in effective implementation of the curriculum provided by the affiliating University or other statutory agencies.**

Being an affiliated college, we follow the syllabus prescribed by Nagaland University. The college tries to implement it in the best possible manner. The college makes sustained and continuous effort to improve the teaching learning methodology. Delivering curriculum effectively is not simply giving the material to students to assimilate, rather, it is presenting the material in a way that engages them and leads to their academic growth.

With this in view, the lectures are planned to be integrated with reading materials, group discussion, panel discussions, seminars, individual and group assignments, presentation of papers, use of audio-visual aids and electronic gadgets, which supplement the effectiveness of class room teaching.

Besides, the college also organizes through the various departments' field trips and educational visits that are an effective ways of teaching.

Library and Book Bank facilities are extended to teachers and students.

Remedial classes / programs to strengthen the fundamentals of students in all subjects are a regular feature.

Historical monuments and museums are visited by students of History. These activities provide an exposure to the students and help them in gaining first hand practical knowledge. Importance is given to extra co-curricular activities. Various activities are organized to encourage the students to develop their talents as well as gain practical experience in organizing and managing various events.

#### **1.1.5 How does the Institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

Students require exposure to the industry which is essential for their intellectual development and for better understanding of the subject matter. The students are given exposure to the industry for quality enhancement. Industrial trips are regularly organized to supplement classroom teaching. Career oriented talks are held from time to time by faculty from the IT, Mass Communication and Hospitality Industry to present various career choices to the students.

In order to instill scientific and research temper among the students, research scholars from various fields are invited to motivate the students for research. Members of the faculty are also encouraged to take up membership of professional research bodies and take up projects offered by the University or UGC.

The faculty members of the college keep in touch with Departments in Nagaland University and keep visiting the University from time to time to keep abreast of the latest trends in their field. They also subscribe to Journals and Magazines/ Newsletters published by various teaching Departments of different University. Eminent Scholars/Professors from the University are invited to the college to give igniting talks to the students and faculty members.

**1.1.6 What are the contributions of the institution and / or its staff members to the development of the curriculum by the university? (No. of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stake holder feedback provided, specific suggestions etc.)**

Suggestions when solicited are offered. Dr. S.K. Chhabra, Principal of Unity College is a member of BUGS (Board of Undergraduate Studies) for Department of Commerce, Nagaland University. All the feedbacks from the various bodies are collected and thoroughly discussed, deliberated upon and analysed in Staff and Departmental meetings. Accordingly, matters that can be handled independently and personally are forwarded to the concerned individuals or departments to address the problem/s for corrective measures to be adopted at the earliest.

Matters which involve the College as a whole are dealt with by the Principal in coordination with the concerned Committees/Cells and the Heads of Departments. No problems/suggestions are left unattended or unconsidered for long periods of time.

Matters coming under the purview of the University are conveyed through official documentations through the Principal.

Redressal of grievances or feasible suggestions for improvement of the curriculum is also made for appropriate inclusion to the concerned Departments/Boards of Studies of the University whenever meetings are called or through representations. The above methods through which feedbacks are addressed have so far proved to be efficient in assessing and providing inputs for continuous improvement of the academic and administrative activities of the college.

**1.1.7 Does the institution develop curriculum for any of the courses offered by them? If yes give details on the process (needs assessment, design, development and planning) and the courses for which the curriculum has been developed).**

The institution is affiliated to Nagaland University, Lumami and the curriculum is designed and developed by the members of the Board of Undergraduate Studies.

**1.1.8 How does the institution analyse that the stated objectives of curriculum achieve reality in implementation?**

The college as an affiliated college of Nagaland University functions within the curriculum framed by the parent University, but it takes initiatives to see that the academic programmes are implemented keeping uppermost the mission of the college.

The college contributes to the curriculum design and development process through the participation of some of its teachers working in the capacity of Members of the Board of Undergraduate Studies (BUGS), Nagaland University. As representatives of the needs of the student community and the other stakeholders of the institute, their participation in the process of curricular design ensures that the changes and innovations made will be to the advantage of the student community.

The academic programmes of the college ensure access to disadvantaged, equity, self development, community and national development, value orientation etc. Through its admission policy and by adopting a progressive curriculum programme which includes, besides academic aspects, the instilling of a wide range of generic skills relating to survival, environment education, major health issues and concerns, moral and ethical education and social responsibilities.

Evaluation of the students is mainly performance – based, and evaluates the knowledge they have acquired. It comprises term wise examinations, continuous assessment, unit-test, course work assessment (written and practical assignments), participation in the class, debates, etc.

Such continuous evaluation reveals slow learners who have not secured the expected level of performance. They are identified and remedial measures like extra coaching, paying individual attention and personal guidance are rendered. Exceptional or bright learners are also given extra help so that they achieve higher percentages.

Feedback on curriculum from the students is obtained from the classroom activities such as tests, interactions, discussions, questionnaires, interviews, etc. Students are also invited to place suggestions or complaints in the Suggestion Box which are looked into by the Grievance Redressal Cell. All the feedbacks from the various bodies are collected and thoroughly reviewed and deliberated upon in the staff meetings and also in the Departmental meetings which are mandatorily held at least twice a month.

Healthy relationship exists between Principal/ Faculty and Parents/ Guardians of students, as also with the general community creating a conducive and congenial atmosphere for corrective or remedial actions regarding the students, the curriculum and resultant progress.

University and college result of students is the acid test to evaluate whether the stated objectives have been achieved or not. Placement of our students and progression of Alumni also indicate our success in having achieved the desired goals.

The Institution makes utmost efforts to ensure effective curriculum implementation by adopting the following mechanism:

- Lesson Plans
- Assignments
- Seminars
- Guest Lecture
- Industrial Visit
- Result Analysis
- Remedial courses

## **1.2 ACADEMIC FLEXIBILITY**

### **1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/ skill development courses etc. offered by the institution.**

The range of various programme options available to the students in terms of certificate/ diploma/ skill development courses etc., offered by the Institution are as follows:

### **(i) THREE YEAR DEGREE COURSES**

Bachelor's Degree Programmes

#### **A) Arts**

I. B.A.(General)

II. B.A. (Hons.) in English, Pol.Science, History, Sociology

#### **B) Commerce**

I. B. Com.

II. B. Com. (Hons.) in Management, Accounting and Finance

### **(ii) IGNOU**

**Goal:** "To help those students who cannot manage to attend regular classes due to time factor. For example, working professionals wanting to upgrade their qualifications."

(a)	IGNOU year of starting	-	2011
(b)	IGNOU Registration No.	-	SC 2030
(c)	IGNOU Incharge	-	Mrs. Thungbeni Humtsoe
(d)	IGNOU Enrollment	-	35 students
(e)	No. of boys	-	17
(f)	No. of girls	-	18
(g)	Tribals	-	15
(h)	Physically challenged Individual	-	NIL

### **(iii) NIIT COURSE: (DIPLOMA IN COMPUTER)**

**Goal:** "To offer diploma courses and other short term courses like Tally, SWIFT, Advance Excel which will enable the students to have an additional qualification."

(a)	NIIT year of starting	-	2011
(b)	NIIT Enrollment	-	314 Students
(c)	NIIT Registration No.	-	2011, ID NO: 125106

(d) No. of boys	-	224
(e) No. of girls	-	90
(f) Tribals	-	253
(g) Incharge/ Teacher	-	Ms. Imsumeren Imchen, Mr. Moameren

**(iv) NCC ( For Girls)**

**Goal:** “To develop and discipline the student in imparting leadership skills and to provide an environment to choose a career in the armed forces.”

(a) Year of Starting	-	2011
(b) Enrollment	-	30
(c) Registration No.	-	7001/15/koh/P&C/dated 29th September 2011
(d) No. of girls	-	30
(e) Tribals	-	30
(f) Incharge	-	Lt. Cecilia Humtsoe Assistant Professor, Department of Sociology

**1.2.2 Does the institution offer programmes that facilitate twinning/ dual degree? If yes, give details.**

Yes, we have certified NIIT computer courses in our college. Along with Degree Course, Computer course is offered for both Arts and Commerce students. For example, Tally, Office programs, etc.

**1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.**

The degrees, BA(Pass),BA (Hons.)/B.Com. (Pass), B.Com. (Hons.) at the undergraduate level, are imparted with specialized knowledge to the students who wish to pursue higher education. All these courses definitely enhance the employable skills among the students that in turn help them to progress in higher studies. For more details, see **Annexure 4**.

Range of Core /Elective options offered by the University and those opted by the College

The University offers academic flexibility to the affiliated Institutions, for the sixth semester, to frame choice based credit courses.

The college offers the following compulsory and optional subjects at the undergraduate level:

### **CORE OPTIONS**

#### **Range of Core subjects – (B.A.)**

Honours- English, Pol.Science, History, Sociology

Compulsory Papers - General English, Alternative English/MIL (Hindi), Environmental Studies.

#### **Range of Core subjects - (B.Com.)**

Honours - Management, Accounting and Finance

Compulsory Papers - General English, Alternative English/Mil (Hindi), Environmental Studies

### **ELECTIVE OPTIONS**

#### **B.A.**

**Elective options:** Economics, Education, Political Science, History, Sociology, Elective English

#### **B.COM.**

**Elective Papers-** Accounting, Business Statistics, Business Economics and Maths, Business law, Banking and Taxation

Choice Based Credit System and range of subject options

The University has specified a tentative list of courses that can be chosen by the college. See **Annexure 5.**

#### **Courses offered in Modular form**

Courses are provided unit wise and are arranged in the modular form at the Department level by academic committee comprising of HoD's staff and Principal. The modules are so arranged so as to test students for Mid Semester Exams and Class Tests.

#### **Credit transfer and accumulation facility**

The university does not provide credit transfer and accumulation facility.

Lateral and vertical mobility within and across programmes and courses

No lateral mobility within and across the programme exists, however vertical mobility exists.

### **Enrichment courses**

As such the existing courses are enriched by organizing Seminars/ Workshops related to Personality Development, Communication Skills and preparing the students to design the presentations related to theory work.

Besides the college has a NCC unit and a NIIT center that helps develop the students' personality.

#### **1.2.4 Does the institution offer self-financed programmes? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

Yes. We have a NIIT Centre @Campus for the benefit of the students and the course structure is designed in such a manner so as to cover the six semesters that the students study in the college.

**Curriculum** - The syllabus is prescribed by NIIT. See **Annexure 6**.

#### **Fee Structure: Fees for the program per student (Instructor led Mode)**

<b>Program Name</b>	<b>Fee</b>
Business Communication Skills	2500
Certificate Program for Professionals using MS Office	2500
Certificate in Basic Computer Hardware fundamentals	3000
Web Designing Fundamentals	3000
Certificate in FA Systems Fundamentals	2500
Certificate in Network Administration	3000
Personality Development for Employment	2500

#### **Teacher Qualification**

<b>Position</b>	<b>Qualification</b>	<b>Salary per month</b>
Faculty In-Charge	M.A. (Rural Development) and Dip. in Computer Software	Rs 15,600/-
Instructor	Higher Dip. In Software Eng. Rs. 7000/-	



**1.2.5 Does the institute provide additional skill oriented programmes, relevant to regional and global employment markets? If yes provide details of such programme and the beneficiaries.**

The college holds skills oriented programmes to train students toward regional/ global employable competence.

Communication Skills, Personality Development Seminars/ Workshops are conducted to enhance the IQ level, interpersonal skills and communication skills of the students. Seminars, Intra college Debate/ Declamation contests are organized on the topics like Human Rights, Women Empowerment, Environmental issues in order to develop their social skills and create better environment.

**Language skills-** Oral and written communication skills are strengthened by encouraging the students in interactive participation in the class, group discussions etc. The students are also encouraged to participate in Creative Writing Workshop. All these activities train them in personal and employability skills. Guest lecturers from Industry bring awareness of the regional/ global opportunities for the students.

**Employability skills** - Grooming, Resume making, Problem solving, Oral and Written communication, Interview Skills, Analytical and Critical thinking, Mock Group Discussions are conducted.

**Management Skills** - Disaster Management, Crisis Management, Event Management, Safety Services Management, and Terror Attack.

Apart from the above, skills related to the core areas such as soft skills and personality development workshops for students are conducted.

The Institution has also included two additional skill oriented programmes for students for their self development - NCC and NIIT

(i) No. of students in NCC – 30

(ii) No. of students in NIIT – 310

Modalities are being worked out in order to introduce certificate courses in Spoken English/ Functional English, Office Secretarial practice and Management.

**1.2.6 Does the university provide the flexibility of combining the conventional face to face and distance mode of education for students to make use of the combination of courses they are interested in? If ‘yes’ give operational details.**

No, the University does not allow the flexibility of combining the conventional face to face and Distance Mode of Education.

**1.3 CURRICULUM ENRICHMENT**

**1.3.1 Describe the efforts of the institution in supplementing the curriculum given by the University to ensure that the academic programmes meet the institution’s goals and objectives.**

The academic programmes are completely integrated and aligned to the Institution’s goals and objectives. Certain objectives have been devised to impart quality education to the students and develop their overall personality. The curricula and the syllabi are framed and administered by Nagaland University, Lumami, to which the institution is affiliated, provide access to the disadvantaged, equity, self development, Community and National Development. It also provides Ecology and Environmental Awareness, Value Orientation, Employment and ICT skills.

Our primary focus is to make the students excel in academic, intellectual and spiritual domains. The primary goal of our Institution is to provide an atmosphere conducive to academic excellence. The quest for academic excellence is an ongoing process. The rigorous efforts of our Faculty are rewarded when students come out with flying colors in the University’s Examination.

Our staff work tirelessly to provide an appropriate environment which propels the students to excel in academics. To further enhance academic competence an Academic Calendar is prepared at the beginning of each session marking main academic events such as Seminars, Workshops and talks.

The college also has a library that is well stocked with magazines, periodicals and latest books on various disciplines. The library is well equipped with the facility of internet browsing and e-resources.

Seminars, Workshops, Guest lectures are organized periodically for the academic growth of the students.

Students are involved in various co-curricular activities throughout the year to build their confidence, team work, social skills and inter-personal skills.

Academic excellence along with inculcation of social consciousness is our main goal. Our students through NSS, NCC, Red Ribbon Club, Nature Club try to reach out to the society. The students are given an opportunity to join NCC that goes a long way in instilling a sense of discipline and commitment.

Games and Sports are an integral part of the college curriculum and help in building their physical well being, team spirit, tolerance and dedication.

Workshops in Unity College are a regular feature of the college. Practice of segregation based on socio-economic status, religion, ethnicity and other characteristics has no place in the admission policy. The students from low income groups have the same chance of Graduation as the high-income group students.

Empathy is practiced, and positive support from faculty effectively reconciles the diverse groups of students into an interdependent learning community. Remedial and other support services promote educational equity.

Extra Curriculum activities, like Sports Week, literary week, Counseling Session, Cultural Exchange Programme, Study Tour, Job Orientation Programme etc. are part of the student development program.

### **1.3.2 How is the curriculum modified, enriched and organized to explicitly reflect the experiences of the students and meet the emerging/changing needs of the employment markets?**

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 all Courses. The college, in all possible manner tries to add more quality to it by conducting Seminars, Workshops, Quiz and Paper reading contests etc related to the prescribed curriculum. The college also tries to enrich the students by inviting renowned scholars for their talks. Students are given the opportunity to interact with distinguished experts from different fields. The main objective of the college is to promote flexibility and novelty to make the course of study more interesting and relevant. A new methodology of teaching has been designed so that students acquire employable skills that enable them to get jobs such as group discussions, brain storming sessions, role playing and case study methods.

Our teachers with their experience enrich the syllabus content to the students in the following ways:

- Translation of the curriculum is interactive.
- There is optimum teacher- student ratio especially in the language classes which enables the teacher to give individual attention to each student.
- Tutorials and extra classes are held to remove the doubts of students.
- Students weak in studies are identified and given special attention to improve their performance.
- Students who are not very proficient in English are given special attention to familiarize them with the rudiments of language. Bilingual approach is used judiciously wherever the teacher considers it appropriate.
- Advanced learners are motivated to present papers, participate in academic competitions organized by other Institutions, organize and conduct Seminars/ Workshops in our own college. Computers, LCD projectors are used for effective teaching. Audio Visual Aids are used wherever the students or teachers need to make presentations.
- Computer labs are well equipped with latest computers. Internet facility is made available to the Library, Administrative block and the staff. The familiarity with computer fundamentals enhances the employability of the students.

### **1.3.3 Enumerate on the integration of cross cutting issues such as gender, climate change, environment education, human rights, ICT etc. into the curriculum?**

The college plays a progressive role in transforming the society by incorporating various activities like Gender Issues, Climate Change, Environment Education, Human Rights and ICT etc. into the curriculum. Social issues are deliberated upon and discussed at various Seminars organized in the College, sometimes in collaboration with external social agencies/ NGO. Being a co-education system the college in order to avoid cross cut issues such as gender, climate change etc., various committees are formed to monitor and take care of the students when they are in trouble.

**Anti-Ragging Committee** – To protect the girls and boys from the harmful activities of the seniors. In such cases, as per ragging act severe action will be taken against them. So far, no such case has been registered. Keeping in view the growing problem of eve teasing which is rampant throughout the country, the college sensitizes the students on the topic and to prepare them how to react when confronted with such situations.

Talks and awareness campaigns are an integral part of the co-curricular activities. To make the students aware about Climatic Change, NSS unit of the college plays a key role every year by celebrating “World Environment Day” enthusiastically.

Various outreach programmes such as Go Green campaign, Literacy campaign, Blood Donation camps, Motivational camps, Rural and Urban projects etc. are undertaken by the college and the college encourages the students to participate in programs organised by other NGOs and organizations.

The Nature Club of the college is committed to spread awareness regarding environment preservation of three ‘R’ i.e. Reduce, Re-cycle, Re-use. The society organizes various activities like collage-making, Tree Plantation, Environment Quiz and Power Point presentation on environment topics. It also promotes ban on polythene bags in the college campus.

To make students aware of Human Rights, and Consumer Rights, the college encourages the students to participate in Seminars and Workshops that are held in the city. At the same time, the college invites resource persons working in the relevant fields to come and give talks on a regular basis.

The rapid development of ICT is now an undeniable fact of contemporary life and modern education. To equip the students with skills to compete in the global employment market. ICT has been offered as part of the curriculum in every branch of study that is offered by the institution. The college strongly promotes the use of ICT into the delivery of its educational programmes. There is a well equipped computer laboratory where staff and students can develop their ICT skills and become computer literate. Almost all departments integrate ICT in their teaching and learning. In this regard the college has tied up with NIIT to achieve this goal. Students are given intensive coaching both theoretically and practically in all aspects pertaining to communication technology. Library facilities with the latest books and Journals are also extended to the students. Internet facilities are also provided to augment their knowledge.

Teaching no longer centers around the transfer of content from teacher to students, instead it comes from students enquiry based on information accessed from the internet.

#### **1.3.4 What are the various value-added courses/enrichment programmes offered for ensuring holistic development of students?**

There are no specific value added courses or programmes but the college has an intrinsic and inbuilt mechanism to inculcate holistic values in our students by organizing various functions and activities.

**Moral and Ethical Values** - The college has an Evangelical Union (EU) which is a non-denomination Christian Movement. It is a sub unit of the Union of Evangelical Students of India (UESI-NE)

**Employment and Life Skills** - The college offers NCC, NSS and NIIT programmes.

**Better Career Paths** - Career Counseling and Job orientation programmes are offered.

**Community Orientation** - The college has Red Ribbon Club where about 166 students are active members.

#### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

There is a systematically organized methodology for obtaining feedback and implementing the necessary improvements or changes. The students have full freedom to place their suggestions, even anonymous grievances and problems in the complaint boxes placed by the Grievance Redressal Cell which meets once in a month to process everything. From the classroom activities such as tests, interactions, discussions, interviews, etc.

- From the annual questionnaire conducted by the Principal.
- From Academic peers who visit the college for official meetings and functions provide invaluable opinions for the betterment of the college.
- From Faculty and Parents/ Guardians of students, as also with the general community which is conducive for creating a congenial atmosphere for corrective or remedial actions regarding the students, the curriculum and its implications.
- Feedback from alumni. Perhaps a pertinent point that can be mentioned here is

that many of the family members of our alumni continue to seek admission into the college thereby testifying to the effectiveness of the Education System.

- The mentors also meet their groups of 25-30 students each, once in a week. Their suggestions and grievances are discussed in the Teachers' meeting conducted monthly. The IQAC obtains feedback from the students and teachers wherein the Principal takes necessary decisions. The parents also convey their feedback in the Parent-Teacher meeting.

### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

Teachers according to their caliber and aptitude are given the responsibility to monitor specific programmes. The Principal acts the overall guide in the effective implementation of these programmes.

## **1.4 FEEDBACK SYSTEM**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum by the University?**

Suggestions when solicited are offered. Dr. S.K. Chhabra, Principal of Unity College is a member of BUGS (Board of Undergraduate Studies) for Department of Commerce, Nagaland University. All the feedbacks from the various bodies are collected and thoroughly discussed, deliberated upon and analysed in Staff and Departmental meetings. Accordingly, matters that can be handled independently and personally are forwarded to the concerned individuals or departments to address the problem/s for corrective measures to be adopted at the earliest.

- Matters which involve the college as a whole are dealt with by the Principal in coordination with the concerned Committees/Cells and the Heads of Departments. No problems/suggestions are left unattended or unconsidered for long periods of time.
- Matters coming under the purview of the University are conveyed through official documentations through the Principal.
- Redressal of grievances or feasible suggestions for improvement of the curriculum is also made for appropriate inclusion to the concerned Departments/Boards of Studies of the University whenever meetings are called or through representations.

The above methods through which feedbacks are addressed have so far proved to be efficient in assessing and providing inputs for continuous improvement of the academic and administrative activities of the college.

**1.4.2 Does the college have a formal mechanism to obtain feedback on curriculum from students and stakeholders? If yes how is it communicated to the University and made use internally for curriculum enrichment and introducing changes?**

Yes, the college has a formal mechanism to obtain feedback on the curriculum from the students. Upon completion of each course, a questionnaire is circulated to obtain students' feedback.

Students' suggestions are forwarded to the University through the Principal for necessary action. Students can also share their feedback through the Suggestion Box.

**1.4.3 During the last four years, how many new programmes have been introduced? What was the rationale for introducing these new courses/programmes?**

(i) NIIT Computer education

(ii) NCC National Cadet Corps

(iii) IGNOU (Five Post-Graduate courses namely, English, History, Pol.Science, Sociology and Commerce)

These courses are introduced to enhance career options for the students after graduation.



## CRITERION II

### TEACHING – LEARNING AND EVALUATION

#### 2.1 STUDENT ENROLMENT AND PROFILE

##### 2.1.1 How does the college ensure publicity and transparency in the admission process?

The college ensures publicity and transparency in the admission process through advertisement, prospectus and circulation of pamphlets. The Admission Committee of the college oversees admission procedures and selection. Transparency of administration is our unique quality of which the admission process is carried out with absolute clarity, according to merit, in consonance with the University rules. The college publishes the prospectus cum admission form annually. The prospectus contains complete, comprehensive information about the college mission, vision and goals, the programmes of study with the choices of electives, self-financing subjects, vocational courses and the fee structure. The admission lists are displayed at the gateway entrance so that even after college hours they can be accessed. The college issues a detailed advertisement in various leading local newspapers in the months of May and June. These advertisements highlight the distinctive features of the college, various courses offered, admission dates, sale of prospectus etc. In order to ensure transparency in the admission process, merit lists for various classes, are displayed on the college notice boards well in advance (where seats are limited). Admissions are done according to these merit lists and by strictly following rules and regulations prescribed by the University. Dates for admission are strictly adhered to and clear instructions are given by the members of the Admission Committee to the students.

##### 2.1.2 Explain in detail the criteria adopted and process of admission (such as merit, common admission test conducted by state agencies and national agencies combination of merit and entrance test or merit, entrance test and interview, or any other) to the various programmes of the institution.

Students fulfilling the eligibility criteria set down by the University are given admission. However, the college has its own admission criteria:

- Board Toppers are given merit scholarships for all six semesters. At the same time, students having more than 70 percent/80 percent in Arts/Commerce are also given scholarships for 4 semesters.
- Written/Oral interview for students opting for Honours courses.
- Before admission is being granted, candidates along with their parents/guardians are interviewed.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges under the affiliating university.**

As the college is affiliated to Nagaland University, it follows the norms of Nagaland University at the entry level for each of the programmes.

**2.1.4 Does the college have a mechanism to review its admission process and student profiles annually? If yes, what is the outcome of such an analysis and how has it contributed to the improvement of the process?**

There is an Admission Committee, to oversee matters related with Admission. Internal guidelines of the college related to the admission process and student profiles at the intake level are reviewed from time to time. Various steps are evolved to screen and help students during the admission process such as counseling regarding subject combinations etc. However, eligibility criteria, admission mechanisms are framed by the University and the college has little scope for flexibility.

A record of students doing exceptionally well in any field is maintained and they are motivated with scholarships and freeships. Recent trends have shown how average students who are motivated and dedicated fare better than above average students. Therefore, percentage of marks scored does not only remain the sole criterion for admission- the process of admission is thus, more accommodating with the focus to train and nurture students to attain their full potential. Economically weak students are also encouraged with freeships and free books.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for students belonging to the following categories enumerate on how the admission policy of the institution and its student profiles demonstrate/ reflect the National commitment to diversity and inclusion**

- SC/ST
- OBC
- Women
- Differently abled
- Economically weaker sections
- Minority community
- Any other

Basing on the National Commitment to diversify and inclusion, the admission policy of the institution is open to all categories. However, special importance is given to girls, differently abled and economically weaker sections.

**Students from disadvantaged community:**

The college follows the “first come first serve” policy for all categories of people but gives some consideration during admission to students from remote areas. The college allows them to take provisional admission with just their admit card and the other documents are to be submitted later thereby give them an opportunity to enroll in the college.

Disadvantaged communities are supported by way of scholarships provided by the Government of Nagaland. The government provides scholarships to students whose parental income is less.

**Women:**

Women are given admission without any discrimination. They are not debarred from taking part in any kind of activities. Ample opportunities are given to the women folk to empower their innate abilities to the fullest potential.

**Differently abled:**

The differently abled are never denied admission or stopped from taking part in any activities of the college in which they are comfortable. Sufficient awareness drives are undertaken to let other fellow students are equally helpful to the differently abled.

**Economically-weaker sections:**

The college fees are structured in such a way that they are economically-weaker-section-friendly. The college is sensitive to the needs of the economically weaker sections. The college provides free studentship to the poorest of the poor. For example, some faculty members have come together to support bright students coming from such backgrounds.

**Sports personnel:**

Sport personnel are given equal opportunities like any other categories of students. They are further encouraged to excel in their chosen field.

**2.1.6 Provide the following details for the various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.**

Year	Programs	No. of Applications	No. of Students Admitted	Demand Ratio
2010	B.A	251	183	1.20:1
	B.Com	28	28	1:1
2011	B.A	349	200	1.44:1
	B.Com	43	43	1:1
2012	B.A	353	229	1.15:1
	B.Com	77	77	1:1
2013	B.A	462	238	1.47:1
	B.Com	76	76	1:1

**NIIT:** In the initial years, the students' enrollment was not positively forthcoming. Upon enquiry, it was found that the contributing factor was that the computer classes were conducted after regular class hours. From this academic session, computer classes have been made mandatory and incorporated into the class routine.

## **2.2 CATERING TO DIVERSE NEEDS**

### **2.2.1 How does the institution cater to the needs of differently abled students and ensure adherence to government policies in this regard?**

The college follows reservation policy of the government in giving admissions to the students. As a result, students with diverse capabilities are enrolled in the college. To bring the slow learners abreast of advanced learners, remedial classes are conducted after the college working hours.

In order to cater to the needs of differently abled students, the college has a ramp to enable easy access to the classrooms and office located in the ground floor. If any student is unable to attend classes on the 1st or 2nd floor due to an accident or any other reason, then teachers accommodate them by arranging the classes on the ground floor for the convenience of that student. All government policies regarding admissions, examinations etc are strictly adhered to for differently abled students.

Till-date, there has been only one case of differently abled student studying in our college. As an encouragement, the student has been given free admission. Class rooms are arranged in the ground floor, and the Librarian personally helps out the student in availing library facilities. The student is encouraged to participate in the activities where he feels comfortable and can handle.

### **2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If yes, give details on the process.**

Before the commencement of the Academic programme, Orientation and Counseling sessions are conducted. The student's knowledge and skill is assessed on the basis of their merit in the previous class, and the proofs given by them to validate their claim (in the form of certificate issued to them by competent authorities, appended to the application forms) which are thoroughly scrutinized by the concerned teacher in-charge.

Entrance tests are conducted for Honours students and Orientation programmes are given to the newly admitted students. In this way, they are introduced to the various subjects offered by the college; they learn what the institution expects from them, the codes of conduct, the rules and regulations of the college, the facilities provided by the college for their use etc. by the Principal, Vice-Principal and the Disciplinary Committee appointed by the Principal.

In the classrooms, HoDs of each Department, as well as individual teachers, make it a point to spend the first few days giving orientation lectures on the subjects to be taught as also on general topics of relevance in order to bridge the knowledge gap of the students, particularly, since they would be catapulted into college life and culture, generally of which they would be largely unprepared and uninformed. The students are from different educational backgrounds and regions so proper orientation is given to the students before the commencement of regular classes regarding the courses. The students are given a week's time to know more about the subjects by allowing them to attend all the different classes. During that period, thorough introduction on each subject is given by the concerned teacher. The students after that decide their major subject and other optional subjects. The concerned teachers and counselors guide the indecisive students to make the right career choices/subject combination and options.

### **2.2.3 What are the strategies adopted and implemented by the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled (bridge remedial/ add-on/ enrichment courses etc.).**

In order to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled, the institution provides counseling and guidance to the students. Students are given one month time period to make themselves comfortable with the subjects in which they are enrolled. After the admission, class tests and informal interaction is conducted to assess the level/standard of the students which helps in assessing the student's knowledge and skills. During this period, the teachers guide them at every stage. If students find it difficult to continue with a particular course, they are allowed to change from one stream to another (where possible) or from one subject to another. Teachers guide the students in making the right choices by judging their knowledge, skill and aptitude. The college also runs remedial courses for slow learners in order to bridge the knowledge gap.

The institution has a programme of remedial coaching for the SC/ST students which the Head of Departments arrange for on a need-basis. Remedial classes are engaged by faculty and guest faculty as and when required. These classes are held apart from the regular classes either early morning or evening. The mentors also serve as helpers to convey information about such students to the required faculty who provide the support.

#### **2.2.4 How does the college sensitize its staff and students on issues of gender, differently abled students and inclusion?**

The college is committed to creating students with well rounded personalities having a sensitive approach to issues such as gender, inclusion, environment etc. Efforts are also made to develop a keen sense of accountability on these issues on the part of the staff as well.

The college organizes awareness and seminar programs in order to sensitize its staff and students on the issues of gender, differently abled students. Renowned experts in these fields are invited to the college for interaction with the students and for spreading awareness. Students also participate in various competitions in other colleges in the city. The needs of differently abled students are attended to individually on an 'as is where is' basis but there is no general measure.

As far as staff is concerned, orientation sessions of class IV and helping staff members is done for development of effective working skills. Time management, courtesy, positive behavioral attitude towards their job, commitment and efficiency are highlighted in these programmes.

#### **2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

Advanced students are further encouraged by the subject teachers by way of engaging them in research projects and/or deputing them for special assignments such as partaking in state-level or inter-collegiate competitions (essay writing, poetry/creative writing, quiz, parliamentary debates, college debates, extempore speeches, etc.) as confidence and character building exercises. The college in future is considering the setting up of a formal Placement Evaluation Stratagem to identify, at entry-level, the student's strengths and weaknesses along a well-defined scale and to determine the remedies and follow up schemes. For advanced learners higher levels of learning objectives are aimed at, to develop cognitive skills like analysis, synthesis and judgment.

#### **2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?**

Class tests and presentations/Seminars by students are regular features of classroom teaching by which they are able to identify advanced learners. The participation of students in the classroom discussions also throws light on their learning abilities.

The institute collects and analyse the academic performance of the students every month by conducting class test, paper presentation, assignment works etc, and basing on their performance special classes are conducted. The mentor- mentee program has also been instrumental in identifying students in need of special classes and counseling.

The advanced learners are provided with extra books/material by the teachers who set suitable goals for them so that they feel adequately challenged. To encourage and motivate them for attaining excellence in the University Annual Examinations they are given various incentives in form of scholarships, Roll of Honor and prizes. They are guided and motivated for better career options.

## **2.3 TEACHING-LEARNING PROCESS**

### **2.3.1 How does the institute plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

Teaching, learning and evaluation schedules are discussed and planned before the commencement of the new academic session. Every year an Academic calendar for the new academic session is prepared and distributed to each Department wherein the date of Resumption of Office after the Winter Vacations, Opening dates of the academic session, University examination dates, Declaration of NU Results, dates of Issuance of Admission forms to respective classes, declaration of Selection list for Admission and Provisional Admission thereof, dates for Commencement of the various classes, College functions, College Week, holidays/breaks and dates for filling up Forms for the oncoming Final examinations are disclosed. This academic calendar is also made available in the College Library and the students' Notice Board for information.

Within this academic calendar, each teacher prepares a lesson/teaching plan of the subject/paper that he/she teaches wherein the input time, internal assessments, feedback from students, revision time etc. are all considered. In this way, each teacher can expect to cover the course systematically and satisfactorily and well within the academic schedule. HoDs oversee the lesson plans of each teacher in their departments to ensure that the syllabus has been wholly covered and revised. Moreover, the Principal does not officially pronounce the end of classes for the year until all the HoDs sign a Syllabus Completion declaration. All evaluation of examinations follows the University scheme and pattern. Marks recorded are kept in the Confidential Examinations Branch and monitored by the Vice Principal.



### **2.3.2 How does IQAC contribute to improve the teaching-learning process?**

The IQAC contributes significantly to improve the teaching-learning process; primarily by functioning as an agent for self-introspection at the end of each academic session. The parameters enunciated in the IQAC are questioned, analyzed and discussed as also the various practices adopted by the college during that year and this leads to re-thinking and fore-planning for the next session, thus reducing inherent complacency in the system.

At the beginning of each academic session, members of the IQAC discuss objectives to be attained in terms of academic productivity, implementation of curriculum, and assessment. IQAC initiates responses and feedbacks from the students and teachers, staff on matters related with curriculum, efficient class and office Management etc. The various sub-committees formed ensure implementation of the decisions taken and act as the mechanism to monitor students participation and growth.

This committee helps in monitoring promotion, implementation and continuous improvement in college curriculum, co-curricular and extracurricular activities.

#### **Composition of the IQAC:**

**Chairperson** - Dr. S.K.Chhabra - Principal, Unity College

#### **Member (Teachers) :**

1. Dr. T.Khan, Dept. of Management
2. Dr. Adani Ngullie, HoD, Dept. of History
3. Mrs. R. Emilo Tsopoe, Hod, Dept. of Pol. Sc
4. Mrs. Durga Malakar, HoD, Dept. of Education
5. Mr. Moatemsu, Dean Students' Welfare

#### **Administrative Official :**

1. Mr. Orenthung Ovung, Administrator, Unity College
2. Mr. M. Yanthan, Director, Land Resources, Govt. of Nagaland

### **External Experts :**

1. Dr. R.K. Behera, Dean of Social Sciences, Co- Ordinator, IQAC

Patkai Christian College (Autonomous), Chumukedima:Seithekema

2. Mr. Dulal Majumdar

Asst. Professor, Public College of Commerce, Dimapur.

**Secretary- Director/Co-Ordinator :** Mrs T. Renthunglo, Dept. of English

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

Over the years, the college has made a conscious effort to shift the focus of the classroom to the other side of the podium. Various support structures and systems are in place for the teachers to inculcate skill based learning in the students. Apart from the conventional lecture method used for the classroom teaching, seminars, projects, case studies, role-playing, technology based learning, group discussion, practical training, field surveys etc are regular features throughout the session.

Steps are also taken for the development of students in social, ethical and personal values linked with basic management skills for community participation. They are encouraged to take part in extension activities through voluntary enrolment in the NSS and NCC and other units whereby a wide range of generic skills relating to survival, environment education, major health issues and concerns, moral and ethical education and social responsibilities are instilled.

The college has been making the learning experience enriching by adopting various activities such as college Week/Sports Week, freshers and parting socials which are organised by the students themselves to showcase their talents by way of public performances.

Through such events the students develop leadership skills, overcome stage fright and grow in confidence, learn to engage in cooperative activity and learn event management. In this way, they learn to make decisions, to manage time, to organize and shoulder responsibility, all of which will facilitate them in coping with the various facets of life.

Our students are also given ample opportunity to participate in various curricular and co-curricular activities, cultural & sports events and competitions organized by different colleges and by the college itself. Elocution, debates, quiz, music competitions, essay competitions, art competitions and other such activities are organized to channelize the creative skills of the students.

The college Annual Magazine provides amateur writers, budding artists and poets a platform to express themselves in written and visual art forms and their suggestions are always incorporated. Students are included in the Magazine Editorial Board. Under the tutelage of the teachers they are expected to execute all the details that are entailed in publishing a magazine, including the financial aspects.

The Literary & Cultural Committee of our college conducts a number of activities which give an exposure to the hidden talent of students. Participation of students in Youth festivals, Leadership cum Peace celebration programmes and celebration of state and local cultural festivals etc. caters to socio-cultural orientation of students.

The Women Cell organizes various women oriented programmes with the help of the teachers, such as Cooking and Etiquette classes, Beauty and Hair care, talks on health and women related issues etc.

The college also conducts programmes which include motivational talks and skill development workshops given by entrepreneurs and professionals highlighting the different avenues available for jobs, the nature of the various courses to be taken, the aptitude required and so on.

#### **2.3.4 How does the institution nurture creativity and scientific temper among the students for transforming them to be life-long learners and innovators?**

The college possesses several distinctive features that contribute greatly to acquiring knowledge, management skills and transform students into life-long learners and innovators. Great efforts are made by the teachers to inculcate qualities/values and skills that would last a life time. In order to promote independent critical thinking among students, a very vital role is played by the election of the Student's Council. This council acts as an apex body to plan, execute, control and manage various student related and other activities of the college. The formation of this council is highly beneficial as it gives opportunities to all students to use

their judgment, creativity and scientific temper during their college days. The elected members develop strong leadership skills and are an asset to the college. It is a conscious effort on the part of the Faculty to let the students plan and execute events themselves as it gives them a good experience in Event Management as they look after several aspects such as:

- Contacting, inviting and receiving guests.
- Hospitality
- Making stage arrangements, decorations etc.
- Anchoring the functions.

This experience in Event Management within the safe environs of the college campus makes them proactive and helps them in acquiring skills that are useful throughout life.

The college annual magazine 'Nurture' plays a pivotal role in nurturing creativity among students. It provides a platform to students to give expression to their creative outpouring, while encouraging them to write and create. Other activities like Debates, Creative Writing Workshops, Group Discussions, Case-studies etc. promote critical thinking among students.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning-resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information communication and Technology (NME-ICT), open educational resources, mobile education, etc.**

E-learning resources like INFLIPNET is available for teachers' use and for honours students for carrying in depth study of their course of study. In order to provide an effective learning experience, teachers are encouraged to use modern teaching aids and tools like computers, audio-visuials, multi-media, ICT, Internet etc. Faculty members of different departments use various resources available online for effective teaching.

**2.3.6 How are the students and faculty exposed to advanced knowledge and skills (blended learning - expert lectures, seminars, workshops etc.)?**

To keep pace with recent development and emerging trends in the various fields, subject experts are invited to the college to deliver lectures. Students and faculty are encouraged to attend seminars, workshops, expert lectures etc organised by various institutions. And in addition to that our institution also organizes such programme from time to time and also teachers-students exchange programme are also initiated.

### **2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?**

Academic support and guidance is provided at every step, right from the admission time. A special guidance and counseling committee is constituted at the time of admission for helping students seeking admission to the college. They are asked about their area of interest and advised accordingly, keeping in mind their performance in the lower examination. During their stay in the college, students are constantly guided and supported by the teachers as well as tutors who mentor them.

Mentoring of students is practiced on a day to day basis with each member of the faculty acting as a mentor and counsellor and confidante to the students generally and also individually in a manner whereby the student's interest is maintained even when providing correctives since judgments are unbiased and not personalized. Arrangements for mentoring are usually made during free periods on weekdays, on Saturdays, and even outside class hours, if necessary.

A unique practice of the college regarding its mentoring system is the major role played by the Principal himself who annually mentors each and every student individually. In these interactions counselling and guidance is given to erring students and encouragement to others.

The objective of the mentor-ward system in the college is to minimize dropouts by seeing that the ward achieves emotional stability and motivation, better examination results, better discipline, increased participation in co-curricular activities and a better understanding of themselves vis-à-vis the society so as to enable them to cope effectively with life after graduation.

With BA III year students, career-related goals are also considered and the students are encouraged to work on specific objectives towards realizing them in co-ordination with the Dean, Student Welfare (e.g. coaching for those desiring to enter into service, or developing entrepreneurship skills for others who are interested in this line through motivational talks given by practicing entrepreneurs who have extended invitations to the students to begin entrepreneurial activities with their help and expertise, etc.).

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The faculty is constantly motivated and encouraged to adopt innovative approaches/methods in the classroom:

Group discussions are often held in the classrooms to discuss the pros and cons of a particular topic. This practice not only increases the knowledge but also verbal skills of the students.

Role playing is another method used in classrooms. Very often, drama is taught in literature classes by assigning different roles to the students. In the department of Commerce, mock conferences are held with students as board members.

Presentations by students are held on assigned topics for comprehensive understanding of the syllabi. Interaction with the Industry is organized, especially for the Commerce Faculty. The college makes special arrangements for students to visit industrial sites and corporate houses for aiding them in preparation of reports and projects. A number of educational trips and tours are also organized throughout the session, so that classroom knowledge is supplemented.

Efforts are also made to improve the communication skills of the students. Most of the students who join the college do not have good command over the English language. The department of English makes special efforts to show movies based on novels and plays prescribed in the syllabus. The students are also made aware of the importance of learning English in the global context.

**2.3.9 How are library resources used to augment the teaching-learning process?**

The library is well stocked and enriched with reference books, coffee table books apart from light reading books like fiction, self help, biographies of eminent personalities, magazines, journals and newspapers. The stock is regularly updated and great efforts are made to keep abreast of latest academic development.

The College Management perseveres in providing adequate volume of books, e-books and journals. Facilities are open for students' and Teachers' use. The departments do not have separate library. The college maintains a common library where the books are arranged and kept subject wise. Shelves are allotted to the different departments to store and stack their books. The faculty and students have easy accessibility to all the books and journals in the library. There is sharing of knowledge amongst all the departments as the books can be accessed by all irrespective of their department.

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes, elaborate on the challenges encountered and the institutional approaches to overcome these.**

The Institution has not faced any major challenge in completing the curriculum within the planned time frame and calendar. Faculty members chalk out the outline well in advance for the entire academic session. College activities and functions are mostly planned in such a way that they do not interfere with the classes. However, if syllabi completion is affected due to certain unforeseen circumstances, teachers take extra classes in order to ensure that syllabus is completed well in time.

**2.3.11 How does the institute monitor and evaluate the quality of teaching-learning?**

Teaching learning is continually monitored, evaluated and assessed by various mechanisms in place, in the college. The internal system of the college is structured in such a way that learning of the student is assessed comprehensively.

Continuous assessment in the form of formative and Summative evaluation is conducted which highlights the efficacy and the quality of teaching-learning in the institution. The results of the internal tests are discussed in the staff meetings where teachers discuss individual student's results and analyze the need for improvement and the scope for excelling in students. The tutorial system ensures that students open up to their tutors regarding the problems they face during their stay in the college. The system of feedback from students, as discussed in the last section, also serves to monitor and evaluate the teaching learning process. IQAC through interaction with teachers and students submit periodical reports of the feedback to the Principal.

## 2.4 TEACHER QUALITY

### 2.4.1 **Giving details on the following, elaborate on how the institution plan and manage (recruitment and retention policies) its human resources (qualified and competent teachers) to meet the changing requirements of the curriculum.**

The college strives to recruit and retain teachers who are competent, experienced and experts in their field of study. Vacancies in any department are advertised in local newspaper.

The college has a Recruitment Committee comprising of Principal, Vice-Principal, senior faculty, Managing Board, Subject expert and University Representative. The candidates are screened through interviews/practical/written and academic record as well as other scholarly achievements. One is eligible to apply for lectureship if she/he has at least 55% marks in the Masters Degree in the concerned subject. Due weightage is given to candidates with NET, Ph. D, Papers Published and other academic excellence.

Yes, the college has the required number of qualified and competent teachers to handle all the courses. The staff is also provided facilities like casual leave, medical leave etc. They can also avail study leave to upgrade their academic qualification.

### 2.4.2 **How does the institution cope with the growing demands and scarcity of qualified senior faculty to teach new programmes/ modern areas of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and its outcome during the last three years.**

To attract new faculty and to retain the existing teachers, the college provides research facilities like Library, Internet etc. To encourage the staff to participate in Workshops and Seminars, teachers are sent on duty leave and other benefits to upgrade their knowledge by participating in State/National Seminars and Refresher Courses.

To keep pace with recent developments and emerging trends in various fields, subject experts are invited to the college to deliver lectures. Faculty members are encouraged to participate in Seminars, Refresher Course and Conferences at all levels (State, National and International). The college also provides internet facility to the students and the teachers so that they can access latest information from the web. In addition to this the college has subscribed to various journals which keep the students and teachers updated on the latest developments in their field of interest.



**2.4.3 Providing details on staff development programmes during the last four years elaborate the strategies adopted by the institution in enhancing the teacher quality.**

The institution organizes training programmes for the faculty . The teachers are given training on basic computer application, the importance and use of internet, e-commerce and various audio-visual aids, multi-media and computer-aided packages. The college also has appointed trained computer instructors who are available for any consultation and assistant as and when required by any faculty.

**a) Nomination to Staff Development Programmes.**

<b>Academic Staff Development Programmes</b>	<b>Number of Faculty nominated</b>
HRD programmes	Nil
Orientation programmes	Nil
Staff training conducted by the University	Nil
Staff training conducted by other institutions	Nil
Summer/winter school, workshops, etc.	Nil

**b) Faculty Training Programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**

**Teaching-learning methods/ approaches**

The college organizes programmes to motivate teachers to prepare computer aided teaching/ learning materials, mostly using software and other electronic tools. The college has a lot of licensed software such as Windows, MS Office, Page Maker, Photoshop, etc. The college also supports these endeavors by providing infrastructural support. Teachers engage multimedia classes for teaching concepts that involve complex visualizations and seminar presentations are conducted using computer and LCD projector. The computer department of the college regularly organizes training programs for teachers of other departments to make them aware of the latest developments in the technology. They train the teachers to encourage the use of computers and internet to empower the teachers and to improve their teaching methods.

### **Handling new curriculum**

We have a lot of experienced and qualified staff to handle the new curriculum with ease. Whenever there is a change in the syllabus initiated by NU, the same is conveyed to the HoDs by the Principal. The HoDs then call meetings of their teachers and explain the new syllabus and devise strategies to empower the teachers to handle the new syllabus effectively. With the introduction of the semester system under Nagaland University, teachers have been deputed to attend orientation courses organized by various departments of the University.

### **Assessment**

The self assessment report is one of the important yard sticks used for the promotion of the faculty. It also gives a picture of the needs of the faculty in terms of their research and other activities. Suggestions to improve the academic system, provided by the faculty through the self assessment report are also taken into account by the college. The Principal also maintains the ACR of the teachers which records the annual performance of the teachers. The annual increments of the teachers are subject to the grades earned in their ACR. Assessment is carried on the basis of self-assessment of the staff and also from the feed-back of the students.

### **Cross cutting issues**

Cross cutting issues like Gender, Climate Change, Environment Education, Human Rights, ICT etc., find an ample space when it comes to applying them positively into the curriculum. The college offers Introduction to Computer Science, to the students of the college thereby enabling them to learn the latest technology which can help them make a better future.

### **Audio Visual Aids/ Multimedia**

Our Computer department is provided with audio visual aids as per our requirement. The Computer lab has the latest Computer aided packages, as per our requirement. It includes projectors, computers, sound system etc. Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials. Recently, the college has built a multimedia Seminar room which boasts of state of the art facilities like projectors, sound system and computers etc.

### **OER's**

Nil

## **Teaching-learning material development, selection and use**

The teachers of our Institute are given free access to internet. This helps them collect learning material from the internet, etc. The college has a well developed library which contains thousands of books of various subjects. Besides this the college organizes Seminars and Conferences which help as a learning source for the faculty.

### **c) Percentage of faculty**

- Invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies.

20%

- Participated in external Workshops/Seminars/Conferences recognized by national/international professional bodies.

30%

- Presented papers in Workshops/Seminars/Conferences conducted or recognized by professional agencies.

30%

### **2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The college encourages teachers to participate, present and publish papers in National Seminars/Conferences. Teachers are given study leave, if they want to pursue research according to rules of the University. Efforts are made by the management to promote teacher development through:

- Deputation to national conference/seminars
- In-service training
- Encouraging staff to attend academic forums
- Facilitating enrollment and working for part-time research studies.
- Arranging National Workshops etc.

**2.4.5 Give the number of faculty who received awards / recognitions for excellence in teaching at the state, national and international level during the last four years and highlight the influence of the institutional environment and culture on the performance and achievement of the faculty.**

At present none of the faculty has received awards / recognitions for excellence in teaching at the state, national and international level during the last four years. However, the college has a very competitive teaching environment and every year, on the occasion of the annual day, faculty members are honoured and awarded as per their activities, contributions and academic performance.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Every year questionnaires are given to students of each class where a general and individual assessment of the faculty is done. The data collected is recorded by the Vice Principal and appropriate steps are taken to improve the quality of the academic programme. The channels for communicating their grievances include open house sessions conducted by the principal, and the suggestion box in the college. A questionnaire is also given to students after which the feedback given by them is confidentially analyzed by the principal who takes remedial actions, if any, by giving suggestions to the concerned staff.

Additionally, the mentors undertake an annual exercise of giving out a questionnaire to all the students pertaining to student profiles, data, personal habits/study habits etc. and general opinions of the college and teachers for ideas and suggestions for further improvement. The IQAC carries out student evaluation of teachers but to maintain dignity and privacy, the feedback is conveyed by the Principal to the teachers personally with suggestions for improvement.

**2.5 EVALUATION PROCESS AND REFORMS**

**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

Details of evaluation pattern are intimated to the students and faculty at the beginning of each academic session. During the Orientation program the faculty members are introduced to the students by the Principal. They are also informed about the various rules and regulations, evaluation methods, mandatory attendance, dress code, etc.

Regular updates on the nature of assessments to be conducted are made known to the students and teachers through the respective Departmental HoD's. Completion of tasks, re- tests, etc are also monitored accordingly. Internal assessments are displayed on the notice board well ahead of the deadline for sending the same to the University.

Staff meetings are held periodically to discuss evaluation process.

All major notices are put up on the notice board of the college which is placed just at the entrance for the convenience of the students.

At the time of admission, the students are given all information regarding the evaluation methods by the teacher in charge. Rules are also mentioned in the College Prospectus.

The college website [www.unitycollegedimapur.com](http://www.unitycollegedimapur.com) contains all the information related to different courses, rules and regulations as well as evaluation methods.

### **2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

From the academic session 2012-13, Nagaland University has introduced the Semester system enabling weightage to formative assessment. As per the guidelines laid down by the University, the students are awarded internal assessment in each subject. The teacher also takes into account the students' regularity and performance in the classes throughout the semester while preparing the assessment. If the student is not able to take test/mid term exams due to some medical problem or any other reason, then they are given the chance to appear in the exams again. The result of this examination is inc credited to the internal assessment, on the basis of the weightage they carry.

- The college has adopted various methods concerning evaluation viz.
- Same pattern of question papers is used in the mid-term examination.
- Internal assessment is awarded to the students as per the University criteria.
- Class tests and unit tests are conducted to evaluate the performance of students.

- Student centric learning is carried out through Assignments, Projects, Seminars and Practical sessions.

### **2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

To ensure effective implementation of evaluation reforms, under the guidance of the Principal, the HoD's before the beginning of the academic session, deliberates on the modalities of conducting evaluation. The respective HoD's monitors departmental progress and activities related with internal assessments. Within the year plan (100 working days) of each semester, academic assessment in the form of unit tests/ mid-term exams are conducted.

### **2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

Summative assessment is done at the end of the semester by the parent university. In order to prepare the students for the end semester exam as well as to ensure that there are no backlogs for the students, which may hinder their academic progress, formative evaluation, is conducted on a regular basis by the respective subject teachers.

Evaluation is carried out in the form of unit tests every week, with the purpose of assessing the students knowledge and understanding, without burdening the students.

A positive response of the students has been seen in their active participation in interactive class activity thereby offering a natural setting to the teachers to evaluate the progress, growth of the students and offer feedback.

To encourage positive inputs from the students, the College Management has instituted an award of Rs. 5000 each to our students figuring in the University Exams top lists. Although most of the students are from economically backward or from rural areas, the college has been able to produce Toppers in the recent years.

**The following are the outstanding achievements of the students in the past five years:**

<b>Year</b>	<b>Subject</b>	<b>Position in University (NU)</b>
2010	B.com Accounting & Finance	MS. SARITA AGARWAL, 1st CLASS 1st POSITION
	B.A General	MS. KINOKALI JIMO, 1st CLASS, 2nd POSITION
2011	B.Com Accounting & Finance	MR. EPITHUNG TSOPOE, 1st CLASS, 6th POSITION
	B.Com Accounting & Finance	MR. PRATIK DUTTA, 1st CLASS 26th POSITION
2012	B.A Pol.Sc Honours	MR. VITHSUTHO, 1st CLASS 7th POSITION
	B.Com Accounting & Finance	MR.PINTU DEB NATH, 1st CLASS 1st POSITION
	B.Com Accounting & Finance	MS. VIVEK SURANA, 1st CLASS 2nd POSITION
	B.Com Accounting & Finance	MR. UMANG JAIN, 1st CLASS 7th POSITION
	B.Com Accounting & Finance	MS.PRIYANKA SARKAR, 1st CLASS 10th POSITION
	B.Com Accounting & Finance	MD. HUSSAIN AHMED, 1st CLASS 11th POSITION

**2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

Class tests, assignments, monthly tests and the mid-term examinations, held in the months of March and September respectively, help in monitoring the progress of the students. The result is dispatched to the students at their home address. Parent teacher meeting is held thereafter to make the parents aware of the progress of their wards. If due to any unavoidable reason, the parents are not able to attend the meeting then information regarding the irregular /under-performing students is communicated to the parents telephonically. Mentors also keep track of their students' progress by keeping records of their result and attendance.

**2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

Staff meeting is held before finalizing the internal assessment. The parameters such as aca-

ademic performance, participation in co-curricular activities, sports, behavior, attendance etc. are fixed which are followed by the teachers to evaluate and give the assessment. The internal assessment is put up on the notice board. Students are given chance to raise an objection. After that the revised assessment is finalized and sent to the University.

From 2011-12 onwards with the introduction of Semester System, internal assessment is conducted for 30 marks. ;

- Assignment – 10 marks
- Mid-term exam - 5 marks
- Class Activity (seminars, projects, quizzes, debates etc.) - 5 marks.
- Class tests/ Unit tests - 5 marks
- Co-curricular/extra-curricular activities (sports, literary competitions, college activities, discipline etc) - 5 marks

**2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If ‘yes’ provide details on the process and cite a few examples.**

Under the present system, examination and evaluation is a pre-dominant criterion to assess students’ progress. The Internal Assessment conducted within the college ensures holistic evaluation and growth. Students’ progress and achievement of learning objectives can also be conjectured through their performance in the end semester exams. The Institution and individual teachers use assessment /evaluation as an indicator for evaluating student performance. Students with distinction get prizes at the Annual Day function of the college while remedial classes are taken for under performing students. The written and practical skill, group performance, project assignment and attendance are some of the methods used in and out of class rooms as indicators of student performance.

**2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

Before finalizing the records for internal assessment, marks secured by the students are displayed to ensure transparency and absence of errors or anomaly. Students are shown their test papers and answer sheets. If any student has complaint regarding evaluation method she can



raise objection and the teachers look into the matter. The students are also shown the answer sheets of brilliant students so that they are able to compare their own performance with them. Through this exercise they can identify their problems and work harder to strengthen them. Student can contest the evaluation process. They can directly approach the members of Grievance Cell or drop their written complaint in Suggestion Box placed in the Admin Block. They can discuss their problem freely with their mentors.

Re-tests or improvement tests are also conducted, which is monitored by the respective Departmental Heads. The rules and provisions of the University is adhered to for end semester (final) exams. Students can also apply for re-evaluation under the Re-Evaluation policy of the University.

## **2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES**

### **2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

The college aspires to impart education in its broader sense. The end result of all teaching-learning endeavours should result in acquiring knowledge, understanding, appreciation and application of the various disciplines being taught. Learning outcomes are defined in our Institution through University Ranks, higher studies, placements, etc. Annual Report is read out by the Principal at the Annual Day function.

Orientation of teachers before the beginning of a new session is held where the learning objectives and desired outcome are deliberated. Yearly plans and lesson plans are implemented to maximise learning outcomes and make learning student-centric.

Learning objectives and learning outcomes are specified in the syllabus given to the students, and through the subject teachers as well. Directional inputs thus provided prepares the mentality of the students for the task ahead in the preceding semester.

### **2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

Teachers are encouraged to prepare lesson plans for effective class teaching. Besides the lecture method, teaching methods such as discussion, paper presentation, debates etc are incorporated. An integral part of the learning process is focused on encouraging independ-

ent learning through projects and assignments. Teachers plan their syllabus accordingly beforehand to achieve outcomes. Different approaches are used to achieve goals. Internal assessment given to the students in their respective subject is ascertained on the basis of their marks, scored in April and October mid-term exams.

### **2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?**

In an age of globalization, computer knowledge has become a necessity and hence the college has tied up with NIIT to offer certified computer courses. The IQAC motivates the students for higher studies and research. To enhance the social and economic relevance of the courses that are offered, the following measures/ initiatives are taken up:

- Students are guided regarding the future prospects of various options in the relevant field and they are further sensitized on the societal responsibilities through extension activities with NSS, NCC, Red Ribbon Club.
- Value added lectures on entrepreneurship skills are conducted.
- Special events are organized by students.
- Considering the need, Certificate courses on Functional English/Spoken English and Office Secretarial Practice and Management are to be introduced. Proposals have been submitted to UGC for approval of these courses.

### **2.6.4 How does the institution collect and analyse data on student learning outcomes and use it for planning and over coming barriers of learning?**

Based on the continuous assessment conducted, students' performance is recorded individually by the respective subject teachers and evaluated in the Departmental meetings. Feedback is provided and according to the need, names of students are forwarded to the respective mentors for consultation and counselling.

Academic records and anecdotal records are maintained thereby positive intervention can be initiated.

### **2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?**

The IQAC of the college has a set mechanism to monitor the students learning outcomes. Students' records are regularly monitored, and non performing students are identified in order to ensure inclusive achievement of learning outcomes. Course / syllabus coverage is monitored

by the HoDs under the supervision of the Principal. The principal as the directional head monitors the achievement of desired learning outcomes. Monthly reports submitted by the Departments and completion of topics, gives an overview of the implementation of the objectives of learning.

Attendance is compulsorily taken for every lecture. The class test and assignments are evaluated within a short duration and the marks are recorded, which acts as a ready reckoner for the academic progress of the students. The student's participation in the class and the marks scored in tutorials, assignments helps to judge the students by the staff members. The results of tests, exams are recorded and evaluated for every semester. The slow learners are taken care of by the mentors in the counseling cell. Remedial programs are arranged for slow learners. Library register, attendance register are monitored to know about the student's interest in academic activities. The faculty members are encouraged to conduct surprise tests, quizzes to monitor the academic progress of each student. Department wise result analysis is done for every term.

**2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?**

**The graduate attributes specified by the college/affiliating University are:**

- Academic Proficiency.
- Personal Discipline and Well-being.
- Productivity.
- Social Responsibility.

<b>Academic Proficiency</b>	<b>Implementation of the curriculum</b>
Personal discipline and well-being	To make our students achieve distinction in its academic programme, intellectual vigor, cultural and moral sensitivity.
Productivity	The college aims to make its students employable
Social Responsibility	Participation in Social Services like Blood donation, Cleanliness, Visit to orphanage etc.

## **CRITERION III**

### **RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 PROMOTION OF RESEARCH**

##### **3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

At the moment, the institution does not have any research center of Nagaland University or any other agency/organization.

##### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

Yes, the college has a Research Monitoring Cell/Committee. The Research Committee comprises of five faculty members from different departments deputed by the Principal.

The Research Committee comprises of the following:

- |                            |                                   |
|----------------------------|-----------------------------------|
| 1. Dr. S.K.Chhabra         | - Principal                       |
| 2. Dr. Adani Ngullie       | - Department of History           |
| 3. Dr. Tabassum Khan       | - Department of Commerce          |
| 4. Miss M. Veronica Chishi | - Department of Political Science |
| 5. Miss Abeni Kikon        | - Department of Sociology         |

The Research Committee encourages and motivates faculty members to pursue doctoral/post doctoral research on a continuing basis, to develop new specialization in innovative areas and to organize and present papers in regional, national and even international seminars. It has also communicated to the younger faculty members that clearance of the NET Examinations at the earliest is imperative. The committee has also recommended that the teachers should undertake minor & major research project of UGC & ensure research publications every year.

The committee is involved in synchronizing research activities carried out by the members of the faculty of various departments. The committee members also organize orientation programmes on the preparation of project proposals. Scrutiny of proposals for projects by the members of the faculty is also invited. The committee is presently promoting the publishing of research findings by faculty members in recognized journals or in books.

Research at the undergraduate level has not been pursued in an organized manner in the previous years, but the committee has begun to redress this need by ensuring that project works should be a part of every course. As a step towards developing a research culture in the students, students are encouraged to carry out mini research projects under selected supervisors in each department. Consequently, they are asked to collect both secondary and primary data and encouraged to analyze their findings which are brought out in the form of Project Report.

### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?**

- Autonomy to the principal investigator
- The principal investigator is given full autonomy
- Timely availability or release of resources

The management is committed in supporting research culture in the college. Funds as and when required and any resources for project work carried out by the staff is made available.

- Adequate infrastructure and human resources

To promote the research zeal among students and teachers, the institution as and when required procures books and research journals.

- Time-off, reduced teaching load, special leave etc. to teachers

This is provided on a case by case basis whenever a request is submitted by a staff to undergo further studies and research work.

- Support in terms of technology and information needs

The college has a well equipped computer centre with internet facilities. The college subscribes to a number of Journals, national as well as international. It also provides photocopy facilities for the benefits of students as well as teachers.

- Facilitate timely auditing and submission of utilization certificate to the funding authorities

N/A

- Any other

Independent research work is yet to be initiated. Unity College being a private enterprise, opportunities are limited to rotation basis depending on the practical functioning of the departments.

### **3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

The institution promotes participation of students in research activities in all departments by way of research projects which also form part of evaluation process at the under graduate level. Apart from this activity, some degree students are selected for doing special research projects under the research committee in order to develop their analytical and application abilities.

Fieldwork with the teachers' in-charge is also done. As a result, the students come out with original responses. Each team, comprising of two to three members, analyses the study which is presented in the class. Deliberations are done accordingly. This practice has not only boosted the confidence of the students in interacting and debating with their peer members, but has also facilitated teachers in exercising their skills and putting into effect different kinds of methodologies.

To initiate the students in the challenging pleasures of research, right from the first year undergraduate level the students are required to make one research assignment in each elective subject. The teacher assigns the topic to every student individually according to the aptitude and interest and guides each one to obtain the necessary research materials. Furthermore, the undergraduate students of all the departments are requested to prepare and make a presentation in the semester examination of the mandatory subjects from the First Semester to Sixth Semester respectively.

### **3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

One of our faculty is currently involved in active research. Details are as follows:

Miss. M. Veronica Chishi, JRF. NET (2011), Department of Political Science

Title : 'Development and De-centralization: Nagaland Experience' Delhi University, Delhi.

### **3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/ organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.**

Projects for organizing National/State-Level Seminars for Commerce and English Departments have been submitted to UGC for approval. The Department of Commerce, Unity College, will be conducting a UGC sponsored National level seminar tentatively in the month of September, 2014.

### **3.1.7 Provide details of prioritised research areas and the expertise available with the institution.**

The college, still in a nascent stage, is endeavouring to promote research culture amongst the faculty and students through project works, field works and assignment. However, it is yet to initiate formal research works.

The new added books/journals in the library and computers with internet connectivity in the college are the major research facilities developed on the campus. Publishing articles and conducting frequent seminars with audio visual gadgets, smart boards, non-stop generation of electricity with added equipment like 30 KVA silent generator etc are facilitating research activities.

### **3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

As and when opportunities arises, interactions with researchers or scholars are facilitated to encourage research work, and broaden the outlook amongst the teachers and students of this institution.

### **3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

Staffs are provided with leave for long periods of time and with salary for shorter duration with budgetary provisions.

### **3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

Not applicable

## **3.2 RESOURCE MOBILIZATION FOR RESEARCH**

### **3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

As independent research work is yet to be initiated, the majority of the budget of the institution is spent on developing and improving the college's infrastructure.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

The college does not have a provision to provide seed money to the faculty for research. However, the college promotes faculty participation in research by providing study leave and permitting the faculty to attend orientation and refresher courses sponsored by Academic Staff colleges of different universities.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

The college does not provide any kind of seed money or research grants. However, they are encouraged to submit their research proposals to various funding agencies.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

Inter-Disciplinary research is initiated by the respective Head of Departments. Focus is given to the Honours students for developing in depth knowledge of the course understudy, and to gain insights related with different approaches to inter-disciplinary studies.

Students of English and History Departments are guided to undertake minor research on a specific period in History. Accordingly, parallel events with regard to historical and literary importance are highlighted and discussed.

Commerce department and the Economics department did a market study in Dimapur. The students bought vegetables at whole sale rate and sold in the market to analyze the socio-economic status and the experiences of the local vegetable vendors. Within the semester system, Time factor is a major challenge in organizing, and incorporating such pursuits on a regular basis.

**3.2.5 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and modern areas of research?**

At the moment, the college's strategy for research is limited to providing books, journals and other relevant materials for research activities.



**3.2.6 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students.**

The staff and students of the college are provided facilities which can be utilized free of cost - Computers with internet facilities, Library resources, OHP, etc. Additional incentives are given to the Teachers for publishing their work.

**3.2.7 Has the institution received any special grants or finances for developing research facility from the industry or other beneficiary agency? If yes give details on the grants received and facilities developed.**

No

**3.2.8 Enumerating the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations, provide details of projects completed and grants received during the last four years?**

Not applicable

**3.2.9 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?**

- Three Ph.D thesis in the library for reference
- E-Journal and INFLIBNET
- Journals in the library
- Subject - related Books

### **3.3 RESEARCH FACILITIES**

**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The college promotes participation of students in research activities. The honours students are asked to do research on certain topics and make presentation in the classroom. Besides that, the students are taken for field study to different places.

Commerce department and the Economics department did a market study in Dimapur. The students bought vegetables at whole sale rate and sold in the market to analyze the socio-economic status and the experiences of the local vegetable vendors.

The History honours students were asked to do research on the culture and traditions of their own tribes and present to the class. Such research works have yielded interesting and important information.

The B.A. final year students are taken for field works on Environmental studies. They are asked to study the depleting natural resources, water pollution, deforestation and endangered species and submit a report on their findings. They then make the nearby villagers aware of the prevailing situation and educate them. Likewise all the other departments encourages and creates, instructs in the minds of the students the college's interest and hard work is being paid off as many of its Alumni are pursuing research works.

**3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

Though the library facilities available on the campus may not have been developed exclusively for research purposes but they are of high standards for an undergraduate college and can be utilized for research purpose. To encourage students to be research oriented, field trips and excursions are conducted from time to time.

**3.3.3 Has the institution received any special grants from the industry or other beneficiary agency for developing research facilities? If 'yes' what are the instruments/ facilities created during the last four years.**

None

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

None

**3.3.5 Provide details on the library/ information resource centre or any other facilities available specially for the researchers?**

Different Journals, Periodicals, Books with internet facilities are available in the college library which are helpful to the research scholars.

**3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For eg. Laboratories, Library, Instruments, Computers, New Technology, etc.**

None

### 3.4 RESEARCH PUBLICATIONS AND AWARDS

#### 3.4.1 Highlight the major research achievements of the staff and students in terms of

- Patents obtained and filed (process and product)  
None
- Original research contributing to product improvement  
None
- Research studies or surveys benefiting the community or improving the services  
None
- Research inputs contributing to new initiatives and social development  
None

#### 3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, the college publishes its own College Journal titled “Journal of Humanities and Social Sciences” having ISSN No. 2319-9970.

The Composition of the Editorial Board and the publication policies are given below:

##### **Editor:**

1. Dr. Tabassum Khan  
(Asst. Professor, Deptt. of Commerce) Unity College, Dimapur (Nagaland)

##### **Co-Editor:**

2. Mr. Bijay Kr. Gupta  
(HoD, Deptt. of Commerce) Unity College, Dimapur (Nagaland)

##### **Members:**

3. Mr. S. Moatemsu Walling  
(Asst. Professor, Deptt. of History) Unity College, Dimapur (Nagaland)
4. Mrs. Sanchita Dutta  
(Asst. Professor, Deptt. of English) Unity College, Dimapur (Nagaland)
5. Mr. John Ovung  
(Asst. Professor, Deptt. of Economics) Unity College, Dimapur (Nagaland)

### **Editorial Advisory/Reviewers Board:**

1. Prof. J. S. Mathur  
Faculty of Commerce, Banaras Hindu University (BHU), banaras (U.P.)
2. Dr. C. M. Jain  
HoD, Deptt. of Accountancy & Statistics, Mohan Lal Sukhadia University,  
Udaipur, Rajasthan.
3. Mr. Dorendra Singh  
Asst. Registrar, NIT, Imphal, (Manipur)
4. Prof. A. Lanu Ao  
Dean, School of Social Sciences, Nagaland University: Lumami (Nagaland)
5. Dr. Martina Solo  
HoD, Deptt. of Commerce, Nagaland University: Lumami (Nagaland)
6. Dr. Kilangla Jamir  
HoD, Deptt. of Economics, Nagaland University: Lumami (Nagaland)
7. Dr. Ben Lotha  
Deptt. of History, Nagaland University: Lumami (Nagaland)
8. Dr. S. K. Chhabra  
Principal, Unity College, Dimapur (Nagaland)

### **Editorial Board Members:**

1. Dr. R. K. Behera  
Dean, School of Social Sciences, Patkai Christian College (Autonomous), (Nagaland)
2. Mrs. T. Renthunglo  
Vice Principal, Unity College: Dimapur (Nagaland)
3. Dr. S. K. Pandey  
HoD, Deptt of Commerce ; Baptist College, Kohima (Nagaland)

The journal aims in disseminating knowledge in the field of Humanities and Social Sciences; to provide a forum for deliberations and exchange of knowledge among academicians, researchers and students. It also aims to encourage submission of original theoretical, empirical papers, case studies, review articles, etc.

### **3.4.3 Give details of publications by the faculty and students:**

- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national / international)
- Number of publications listed in International Database (for Eg: Web of Science,

Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

### 1. Dr. S.K. Chhabra

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	Economic Environment of Nagaland	"International journal of Trade and Global Business Perspectives, Vol 2 No. 1	PEZZOTTAITE JOURNALS Jan-March 2013 Jammu Tawi, Jammu & Kashmir -180012
2	Empowering Woman: A Study on Nagaland	Lokayata: Journal of Positive Philosophy (ISSN: 2249-8389), Vol. III, No. 02	September, 2013. Centre for Positive Philosophy and Interdisciplinary Studies(CPPIS), Pehowa (Kurukshetra)-136128
3	Prospects and Challenges of SHG in Nagaland: An Overview	Srinathji Journal of business and Research, ISSN 0975-7996	Srinathji Institute of Management, Nathdwara : Aug 2013
4	Women Empowerment in Nagaland: An Overview	Srinathji Journal of business and Research, ISSN 0975-7996.	Srinathji Institute of Management, Nathdwara : Jun 2013
5	Role of I.T. in Commerce and Management	Asian Academic Research Associates AARJSH ISSN 2278-859 X Online, AARJMD, ISSN: 2319-2801	2013
6	Challenges & opportunities of Small Scale Industries in Nagaland: An Overview	"International journal of Trade and Global Business Perspectives", Vol 2 No. 2	PEZZOTTAITE JOURNALS Apr-June 2013 Jammu Tawi, Jammu & Kashmir -180012
7	Entrepreneurship Development of Nagaland	'JOURNAL OF CONTEMPORARY RESEARCH (JCR)'. ISSN 2320- 9542	DIMAPUR Vol.1 No.1 (2013)
8	Organised credit of scheduled Commercial Bank in Transportation of Nagaland:	Asian Academic Research Associates AARJSH ISSN 2278-859 X Online, AARJMD ISSN: 2319-2801	2013

9	Handloom And Handicrafts in Nagaland: An Overview	A JOURNAL OF INTERNATIONAL ACADEMIC RESEARCH FOR MULTIDISCIPLINARY ISSN 2320-5083	(A GLOBAL SOCIETY FOR MULTIDISCIPLINARY RESEARCH), BENGALURU
10	A Study on Culture of Nagaland	Southern Economist: Bengaluru Dec,15 ISSN 0038-4046 vol 51 No. 16	Southern Economist: Bengaluru 2012
11	Credit Management of Scheduled Commercial Banks: An Overview	Southern Economist: Bengaluru August 15 Vol.51 No.8 ISSN 0038-4046	Southern Economist: Bengaluru 2012
12	Role of Scheduled Commercial Bank in Social-Economic Development of Nagaland	The Quarterly Journal of Finance ISSN 0970-3772: Dec'2010 Issue Vol.24 No 4.	Finance India, New Delhi 2010
13	Incremental Information Center of Accrual Value Added and Cost Value added Beyond Earning & Operating cash flows	The Case of Iran : The Quarterly Journal of Finance by Finance India. ISSN 0970-3772 Dec'2010 Issue Vol.24 No.4.	Finance India, New Delhi 2010
14	Performance of Scheduled Commercial Bank vis-a-vis Social Economic Development of Nagaland: An overview	Southern Economist: Bengaluru ISSN 0038-4046: Vol. 48 No.1, May 1 (2009)	Southern Economist : Bengaluru 2009
15	Organised Credit of Scheduled Commercial Bank in Industries of Nagaland	Southern Economist : Bengaluru, ISSN 0038-4046: Vol. 48 No. 16 Dec'15 (2009)	Southern Economist : Bengaluru 2009

### JOURNAL With ISSN

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	Higher Education in Nagaland: A Study	Tetso Interdisciplinary Journal ISSN 2319-2925 Vol.II' 2013	Tetso College Dimapur, 2013
2	A Study on Tourism industry in Nagaland	Journal of Humanities and Social Sciences, Jan-Dec'2012 No1 Vol 1 ISSN: 2319-9970	Unity College; Dimapur Nagaland
3	Organised credit of scheduled Commercial Bank in Agriculture of Nagaland	Journal of Commerce and Information Technology ISSN 0972-9550: Vol. 9 No 1, Jan-June 2009	University of Rajasthan 2009
4	Threats of Non Performing Assets of scheduled Commercial Bank in India	Journal of Commerce and Information Technology University of Rajasthan: Vol. 8	University of Rajasthan 2008



		No 2, July-Dec 2008, ISSN 0972-9550	
5	Performance of Scheduled Commercial Bank and its impact on Economic Development of Nagaland : An overview of a healthy organization.	Kangleipak Business Review Journal : Vol. 5 2007, Manipur University	published by the Dept. of Commerce, Manipur University 2007
6	Credit Deposit trend of Commercial Bank in North East India: An Overview	North East Magazine: May 2007 issue. RNI No.53820/92 Post Ref. 845/01/2009/2011.	Eastern Panorama, Shillong, 2007

## Others

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	N.E Bank Scenario. Low N.E Bank Scenario. Low CDR in North East Banks	North East Window magazine Sep'2007 Vol. 4 Issue 2	Published by Window media Dimapur, Nagaland 2007
2	Why there's no relationship between teacher salaries and students achievements.	Annual Magazine 'Jyotsna '02	S.D.Jain Girls College '2002
3	Women Education in India	Annual Magazine "Jyotsna" '03	S.D.Jain Girls College '2003
4	An article on state of Nagaland	Avantika Magazine: New Delhi	Avantika Society, New Delhi, 2009

## BOOK PUBLISHED

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	"Role of Scheduled Commercial Bank Socio-Economic Development of Nagaland".	"Role of Scheduled Commercial Bank Socio-Economic Development of Nagaland" ISBN 978-93-5024-905-5	Himalaya Publishing House, New Delhi

## 2. Dr. Tabassum Khan:

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	The nine managerial styles of the Enneagram. Book reviewed.	Journal of the Indian Academy of Applied Psychology. 28, 1-2, 143.	2002

2	Role of Spiritual Values of the Personnel in the development	Prasar 1, 2, 147-150	2002
3	A study of job strain among working women.	In Husain, A. (Ed.) <i>Stress Behaviour</i> (volume one)	Friends Publication.
4	Temping: The changing face of the workplace	Strategic Human Resource Management: Emerging Dimensions and Trends. 362-376.	2005
5	Perception for a Dual Career Couple among Professional Course students.	<i>The Indian Journal of Commerce</i> , 58(1), 113-127.	2005
6	Work and Worker Redundancy: Case studies of technology intensive organizations.	The Indian Journal of Commerce 60(1).	2007
7	The Psychological Impact of Technological Change.	<i>Journal of Humanities and Social Sciences</i> 1(1).	UNITY COLLEGE, Dimapur Nagaland 2012

### 3. Dr.Adani Nguillie

#### Publications/Research articles

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	Christianity: A Challenge to Naga Cultures and Traditions	Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec'2012, ISSN: 2319-9970.	UNITY COLLEGE, Dimapur, Nagaland, 2012
2	Status of Women in Naga Society	Harendra Sinha and Sanjay Sinha (Ed) <i>Women in North East India Status, Empowerment and Development Perspectives</i>	Akansha Publishing House, 4649-B/21, Ansari Road, Daryagang, New Delhi, 2013.
3	Christianization and Empowerment of Lotha Naga Woman	ISBN 978-93-5130-218-6	Scholars World, A Division, Astral International Pvt. Ltd. New Delhi - 110002

### 4. MR. BIJAY KR. GUPTA

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	Small Scale Industries : Pillar of Indian Economy	Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec '2012, ISSN: 2319-9970.	UNITY COLLEGE, Dimapur, Nagaland, 2012



## 5. MRS.VANDANA LADHA

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	Foreign Direct Investment on Retail Sector (AN ANALYSIS)	Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec '2012, ISSN: 2319-9970.	Unity College Dimapur, Nagaland, 2012

## 6. MRS. GOPA BURMAN

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
1	GOLD: An Emerging Investment Option.	Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec '2012, ISSN: 2319-9970.	Unity College Dimapur, Nagaland, 2012

## 7. MR. S. MOA. WALLING

Sl. No	Paper Titled	Name of Journal/Book with Vol., Page No., ISSN No.	Published/Edited by/With year of Publication
	Foreign Direct Investment on Retail Sector (AN ANALYSIS)	Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec '2012, ISSN: 2319-9970.	Unity College Dimapur, Nagaland, 2012

### 3.4.4 Provide details (if any) of by

- Research awards received by the faculty. No
- Recognition received the faculty from reputed professional bodies and agencies, nationally and internationally. No
- Incentives given to faculty for receiving state, national and international recognitions for research contributions. No

## 3.5 CONSULTANCY

### 3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

Systems and strategies framed for establishing institute-industry interface:

- Industry interactive session with industry experts on a regular basis. For instance, History students visited the World War II memorial museum and interacted with the staff.

- Inviting experts on various subjects as guest speakers. Mr. Ajit Jain, Chartered Accountant counselled the commerce students about Chartered Accountant courses and interacted with the students regarding their career options.

The college has plans to further strengthen the institute-industry interface.

### **3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The college allows its faculty to engage in consultancy work according to their potential and capabilities. The college encourages the faculty members to write research articles to reputed national/international journals as well as peer reviewed/refereed journals as a mark of free consultancy to many research scholars in the respective disciplines.

Some of the senior faculty also shares their expertise by providing free consultancy services to research scholars from other institutions who approach them personally.

The faculty also offers its expertise in the form of disseminating knowledge, academic information and guidance to different institutions. This paves a good platform with academic institutions and other agencies to enable professional enrichment.

The institution does not publish the expertise available for consultancy services, but their expertise is well known in their respective areas of specialization and they are approached as and when their services are required.

### **3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The institution encourages the staff to utilize their expertise and available facilities for consultancy services through:

- Letters of appreciation.
- Felicitation on important functions in the college.
- Forwarding of names of faculty members for awards by various Government departments and NGO's.

### **3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

The broad area of consultancy services provided by the college is in administrative reform related to autonomy, examination and certification. They are as follows:

- Dr. S.K Chhabra was appointed as assistant co-ordinator for NET examination at Unity College centre (2010); Pranabananda Womens College (2011); Patkai Christian College (2013).
- Dr. S.K Chhabra conducted exam for National Institute of Rural Development.
- Dr. S.K Chhabra was appointed counsellor for IGNOU Study Centre 2020: Dimapur Government College.
- Dr. Tabassum Khan, Mr. B. K Gupta and Mrs. Vandana Ladha provided training on Accountancy and Taxation organized by the Department of Sales Tax, Dimapur in 2012.
- Dr. S.K Chhabra and Mrs. Renthunglo were resource persons for a refresher course on Accountancy and Functional English organized by Nagaland Post.
- Dr. S.K Chhabra as a member of BUGS, Nagaland University, Commerce Department helped in the syllabus development (semester system) for commerce department.
- Dr. S.K Chhabra is a member of Nagaland University Semester Review Committee Board.
- Dr. S.K Chhabra helped in the syllabus development for commerce department for Patkai Christian College.

### **3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

The institution does not expect any fixed amount as share for consultancy services offered. An independent and democratic atmosphere enables teachers to serve society and the college in equal measure. Many teachers donate generously to the cause of education in the form of tuition fees, scholarships, awards, books and computers openly and anonymously.

### **3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)**

#### **3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The college encourages its students to have a healthy respect for the community and society they belong to. In this respect, programmes such as tree plantations, blood donation, social work, visiting orphanages, computer awareness programmes, polio immunization, celebrating World Environment Day with tree plantation programme and speeding environmental awareness, etc. act as a constant reminder to the students to have the right attitude to serve. In some departments, the students themselves clean up the department rooms, including the toilets. This has led to a heightened awareness for the society. The college promotes institution-neighborhood network through the church and through regular visits to the various areas where development activities are to be carried out.

#### **3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

Students are guided for involvement in social activities and issues in an organized way through the NSS Unit, Students' Union Social Welfare wing. Teachers are involved as mentors and facilitators.

#### **3.6.3 How does the college elicit the cooperation of stakeholders to ensure overall development of the students considering the curricular and co - curricular activities, research, community orientation, etc.?**

Various committees are formed consisting of representatives from the governing board, students' union, teaching and non-teaching staff. All activities and policies are carried out with the concerted effort of all the stakeholders.

#### **3.6.4 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

To bridge the gap between theoretical objectives/ aspirations and the ground reality, realistic perspective and positive feedback is solicited through questionnaires, yearly meetings between faculty and managing board, parents and students. Visitor's book is also maintained to receive perception feedback.

### **3.6.5 How does the institute network and collaborate with the Alumni and former faculty of the Institute?**

The college has a functional Alumni Association that networks with the past students, with co-ordinators selected from each graduating batch. The institute maintains close contact with the alumni executives, updating them on the policies, programs, activities of the college, which in turn is communicated to the rest of the alumni.

On the professional front, former faculty members are invited to present talks, interact with the students. Feedbacks are regularly collected to offer a fresh perspective, related with the over-all growth of the institution of the college.

### **3.6.6 How does the institute plan and organise its extension and outreach programmes? List the major extension and outreach programmes which have created an impact on students' campus experience.**

Various extension programme are planned out by the respective departments in conformity with the Annual Academic Calendar. The major extension and outreach programmes are

- a. Counselling sessions with experts.
- b. Participation in workshops/Seminars.
- c. Awareness Programmes conducted by the Red Ribbon Club.
- d. Blood Donation
- e. Community Outreach Programmes – Visit to Orphanages, Rehabilitation Centre, Donation drive to help flood victims etc.

### **3.6.7 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

The institution promotes the participation of the students and faculty in extension activities of NSS and NCC on a regular basis. The Principal appoints the Co-Ordinator for NCC/NSS and the Red Ribbon Club, who enlists the students as members. The teachers and students collectively carry on various activities.

**3.6.8 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower under-privileged and vulnerable sections of society?**

Unity College works in partnership with Bethesda welfare society, working with HIV and Aids and Drug Addicts, and with Wondang-Ki, a home for underprivileged girls. Students are assigned projects based on their interaction with this group of people. Social responsibility is thus developed in the process.

The Commerce and Economics Department conducted a market survey through its students on the socio-economic characteristics of the local vegetable vendors in Dimapur Market, which empowered the students to understand and analyze the social economic status of the local vegetable vendors.

**3.6.9 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

Students develop service motto and compassion for the under privileged and also acquire new life skills that supplement and complement their academic performance.

The values and skills that are inculcated as an outcome of the extension activities organized by the institution are as follows:

- Considerable improvement in the quality of life of people though it has not been objectively assessed
- Socio-cultural change
- Integration of the marginalized, the differently-abled and the under-privileged in the mainstream
- Economic development
- Women empowerment
- Social justice
- Humanitarian relief
- Environmental preservation
- Enhancement and conservation
- Aesthetic development of the place

**3.6.10 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

Unity College perseveres to act as a proactive agent of the community of which it is a part of, besides striving for academic excellence. A notable contribution of the institution can be seen in the development of the area, with regard to the maintenance of the road leading to the college. Community organizations of the locality have started taking initiative in keeping the locality clean.

**3.6.11 Give details on the constructive relationships (if any) with other Institutions in the nearby locality and the cooperation, sharing or teaming with in working on various outreach and extension activities.**

Joint extension activities are yet to be initiated. However, Student exchange programmes – co-curricular/ extracurricular activities with the neighbouring colleges is held at a regular interval.

**3.6.12 Give details of awards received by the institution for extension activities and contributions to the social/community development during the last four years.**

The following certificate of appreciation has been received by the institution for extension activities and contributions to the social/community development during the last four years:

- Appreciation Certificate from Red Ribbon Club for Blood Donation.
- Appreciation to the NCC Girls Cadet.
- Appreciation from Wondang-Ki, Orphanage Home.

**3.7 LINKAGES/COLLABORATIONS**

**3.7.1 How does the institute collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

The faculty members of our college interact with a number of research institutions across the country. One of our faculty is undergoing doctoral research in these institutions and this leads

to academic co-operation between them and the college. The numerous seminars, workshops and other academic events the faculty members attend also pave the way for collaborative interaction with a number of research establishments.

Besides, the series of seminars and workshops that the college is planning to organize with experts and guest lecturers from different Universities will also boost collaboration and interaction. Such events will encourage interactions among experts, research scholars, students and other members.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/corporates etc. and how they have contributed to the development of the institution.**

The college has signed an MoU with NIIT to offer IT & non IT education through its brand NIIT Careers@ Campus.

This collaborative arrangement enable the students to develop technical, personality and communication skills to make them more employable.

The main contributions of the collaboration with NIIT to the development of the institution are as follows:

- Enriching the Teaching-Learning process with practical aspects of business.
- Organizing seminars, workshops, and training programmes.
- Initiating short term and value added courses to equip students with professional attitude.

**3.7.3 Give details (if any) on the industry-institute-community interactions that contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institute viz. laboratories / library/ new technology / placement services etc.**

There have been some developments as a result of the industry-institute-community interactions:

- Upgradation of the Computer Laboratory.
- Installation of Water Cooler.
- Construction of New Academic Block.



**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

None

**3.7.5 How many of the linkages/collaborations resulted in formal MoUs and agreements? Give list of the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -**

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Any other

The collaboration with NIIT resulted in an MoU with NIIT. The college and NIIT are working together to impart technical skills to make the students more employable. The MoU was signed in the year, 2012. The NIIT Careers @ Campus Solution offers a set of customized programs to assist the college to enable the students to develop technical as well as communication skills and make them more employable.

The program is delivered through a combination of live expert faculty, hands-on practice and online learning. At the end of the program, successful candidates will undergo placement assisted by NIIT.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and Implementing the initiatives of the linkages/collaborations.**

The college encourages collaborative endeavors. Outside agencies after preliminary contact are invited to present their service and/or expertise to a target group. Depending on the value and benefit achieved by the target group, the faculty and department decide on drawing up a formal MoU. In cases, where industries/institutions approach the college precise information about them is sought and decision about developing a linkage is taken.

## **CRITERION IV**

### **INFRASTRUCTURE AND LEARNING RESOURCES**

#### **4.1 PHYSICAL FACILITIES**

##### **4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The College Management remains committed in providing facilities for facilitating effective Teaching and Learning on a need-based priority. The college has sufficient number of classes, staff rooms, hostel for girl students and playground to support the regular academic work. It is the policy of the institution to take up regular up-gradation of the infrastructure and learning resources with modern techniques.

- The College Management financed the repair of the road leading to the college campus.
- A computer centre in collaboration with NIIT Dimapur Centre, has been started since 2011.
- The traditional blackboard has been replaced by white board.
- It has a proposal for installation of LCD Projector in all classrooms.

##### **4.1.2 Detail the facilities available for**

The college provides following facilities for curricular and co-curricular activities:

- Clean and sufficient classrooms.
- Sound system equipment and projector for use in the seminar hall.
- Internet facility is provided for the students and teachers for effective teaching learning and research etc.
- The college conducts its sports week in every academic year, which includes both indoor and outdoor games.
- The college has a hall with a sitting capacity for 500 students.
- An National Service Scheme (NSS) unit has been started with a faculty in charge from 2012.

- The college has started an NCC wing for girls since 2011 with a lady officer in charge.
- The college organizes debates, quiz, career-counseling programs, singing, spelling bee and other cultural activities and competitions for leadership development and communication skills etc. Ample opportunities are given to the students for Developing skills in public speaking and conduct through the various programs held.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).**

The physical infrastructure is utilized optimally. Apart from conducting all the classes simultaneously, IGNOU, Entrance Examinations are also conducted in the premises. The Institute also allows other organizations to hold seminars/conferences etc. in the premises of the institute so as to optimize its utilization.

To keep pace with its academic growth, the institution continues to augment its infrastructure regularly. We have a new academic block which is currently under construction. There are plans to built exclusive restroom facilities by the end of the year. (See **Annexure 7** for the master plan)

Staff rooms have been renovated in the year 2011-2012 and separate cubicles for the teaching staff have been provided.

The Institute has acquired new equipment & furniture during the last four years, such as:

White boards for class rooms, LCD projectors, electrical fixtures and fans, new Photocopying machine, New computers, UPS, Laptops, Broadband Internet facility, CCTV equipment, Biometric Attendance Machine, renovation and improvement of administrative office, construction of parking place.

The college improved upon its existing infrastructure during this period. An overview of addition of infrastructure, books and equipment during the last four years is provided below:

Items	2010	2011	2012	2013
Furniture	1,35,710.00	1,49,190.00	1,64,190.00	1,70,490.00
Office Equipment	97,300.00	1,57,100.00	4,95,130.00	4,97,430.00
Library Books	95,325.00	1,81,477.00	2,40,552.00	8,38,582.00
Land & Building	93,39,754.00	2,38,39,754.00	2,65,92,184.00	2,88,01,314.00
Computer			2,35,300.00	2,35,300.00
Generator				4,79,250.00

#### 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institution takes care of the requirements of students with physical disabilities. In the past whenever such students were admitted, theory classes were held at the ground floor for easy accessibility. A ramp facility is provided for physically disabled students to reach their classrooms in the ground floor without difficulty.

#### 4.1.5 Give details on the residential facility and various provisions available within them:

**Hostel Facility** -The college provides a hostel with a capacity of 25 seats for girls with plans for further extension. All women students desirous of hostel facility are provided accommodation in the above hostel. There is a proposal to construct a hostel for boys.

**Recreational Facilities, Gymnasium, Yoga Center, etc.** - Recreational facilities like sports /games, both indoor and outdoor, are available for the residents of the Hostel. There is a playground available within the campus. Recreational facility in common room with cable TV is available.

**Computer Facility including access to internet in hostel** - The existing hostel does not have computer facility with internet connectivity.

**Facilities for Medical Emergencies** - The institute provides medical facilities for the residential students with the help of nearby hospitals. First aid facility is available in the hostel.

**Library Facility in the hostels** - English newspapers and magazines are made available to the residents of the hostel.

**Internet and Wi-Fi facility** - This facility is not available in hostel.

**Recreational Facility** - common room with audio-visual equipments - Television and other indoor and outdoor game facilities are provided.

**Available Residential Facilities for the staff and occupancy** - The institution also provides accommodation facilities for a few teaching and non-teaching staff.

**Constant supply of safe drinking water** - There is constant supply of safe drinking water for students and staff in the campus. RO Water filters and water cooler are available for their use.

**Security** - A night watchman has been appointed for security of the college campus. CCTV has been installed for constant surveillance.

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

The Institute provides medical facilities for the staff and students in terms of health care on the campus and off the campus with the help of the nearby hospitals. Qualified medical practitioners, Dr. Sunil Sethi, Dr. Ronithung Ovung and Dr. Anil Patni are on call and conducts medical check-ups and attends to the medical complaints of the students and the staff. First Aid box is available in the institute.

**4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

The common facilities other than class rooms available within the Institute are as follows:

- Two Staff Rooms with cubicles for faculty.
- Sufficient toilets for men and women with running water.
- Students common room.
- IQAC room.
- Students Recreation Room.
- Alumni office.
- Grievance redressal unit has been established under the guidance of the Dean, Students’ Welfare.

- Water Purifier and Cooler.
- Hall.
- Covered vehicle parking stand.
- Two telephone lines with internet facility.
- Separate room is maintained for the fee counters which enables the smooth running of the day-to-day administrative matters like collection of the college fee, examination fee, bus pass, and examination forms and for giving other connected information.
- Constant power supply with 30 KV generator.
- The college bus provides members of Unity college with transportation for activities related to academics, administration, college sponsored student activities, cultural events and campus visits.

## **4.2 LIBRARY AS A LEARNING RESOURCE**

### **4.2.1 Does the library have an advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student / user friendly?**

Yes, the college library has a Library Advisory Committee (LAC) consisting of the Principal, Vice-Principal, Administrator, Librarian and one senior faculty.

The major responsibility of the committee is to monitor and advise the management/ administration, regarding library timings, regular augmentation of library and facilities, recommending new books and journals, considering the demands of the students and other library users and framing of rules and norms accordingly.

The committee meets regularly and reviews the work of the library. It suggests measures for the overall improvement in library services and redresses grievances relating to library services. The committee also gives guidelines for the procurement of costly printed reference books, digital materials, hardware and software necessary for a modal library information centre.

In a nutshell, the responsibilities of LAC are:

- Frame rules and regulation to be maintained in the library
- Procurement of books, journals and other materials for library
- Collecting information from all HoDs for Library up-gradation.
- Motivates students to read and to make the best use of library.
- Maintaining of Library decorum.

#### 4.2.2 Provide details of the following :

- **Total area of the library (in Sq. Mts.)** : 1200 Sq.mts (approx)
- **Total seating capacity** : 50
- **Working hours** (on working days, on holidays, before examinations days, during examination days, during vacation)
  - **Working hours** : 6 hours in a day as per college schedule
  - **On working days** - 8:30 am to 2:30 pm
  - **Before examinations** - 8:30 to 2:30 pm
  - **During examination days** - 9:00 am to 12:00 noon
  - **On holidays** - 8:30 am to 12:30 Noon
  - **During vacation** – Holiday

#### 4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Library Advisory Committee meets at regular intervals to discuss about the current titles, important journals and other reading materials to be added to the library. New books/current titles are purchased on the recommendations of the faculty members. Demand of the users, requirement of changed syllabus, new developments in the field, emerging trends and issues, quality and affordability etc. are the key factors in recommending the new books. All efforts are being made to acquire books that are mentioned as reference material in the syllabi. The students are encouraged to use the current titles and important journals through display of



new arrivals, display of review articles on the wall magazine, display of journals in a separate journal section, occasional exhibitions of books on various themes etc.

- Whenever the syllabi is changed the Library Committee passes resolutions on adding new books and journals accordingly.
- Heads of the Departments and all the other faculty members are also consulted. The student's suggestions are also taken into count.

The Library has facilities like reprography, computers with free Broadband Internet facility, Paper clippings, wall magazine, display of new arrivals, occasional exhibition of books etc.

Library Holdings	2009-10		2010-11		2011-12		2012-13		
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost	
Text books		15530		86152		59075		100600	
Reference Books									
Journals/ Periodicals									
e-resources									
Any other (specify)									

#### 4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- OPAC
- Electronic Resource Management package for e-journals
- Federated searching tools to search articles in multiple databases
- Library Website
- In-house/remote access to e-publications
- Library automation
- Total number of computers for public access

- Total numbers of printers for public access
- Internet band width/ speed - 2mbps - 10 mbps - 1 gb (GB)
- Institutional Repository
- Content management system for e-learning
- Participation in Resource sharing networks/consortia (like Infflibnet)

Details on the ICT and other tools deployed to provide maximum access to the library collection are as follows:

- Two computers are available for public access.
- One printer for public access.
- Internet band width/ speed is 2 Mbps.
- Participation in Resource sharing networks/consortia (INFLIBNET).

#### 4.2.5 Provide details

- **Average number of walk-ins** : 50
- **Average number of books issued / returned** : 20
- **Ratio of library books to students enrolled** : 3:1
- **Number of information literacy trainings organized:** A user orientation programme is conducted at the beginning of the academic term.
- **Details of “weeding out” of books and other materials** : NIL

#### 4.2.6 Give details of the specialized services provided by the library

- **Manuscripts**  
Not Available
- **Reference**

The library provides a personalized service where in the librarian interacts with the students to know their specific needs.

Dictionaries, Encyclopedias, Atlas, and General books, books relating to various competitive examinations like TOEFL, GRE and Civil Services, are made available to the students in the library.

- **Reprography**

The college has a photocopier machine. The students are permitted to copy necessary material.

- **ILL (Inter Library Loan Service)**

Not Available

- **Information deployment and notification (Information Deployment and Notification)**

Arrival of new books, journals, magazines are displayed on a separate display board for the students as they enter the library.

- **Download**

Students are provided with multimedia computers with internet facility for downloading required information.

- **Printing** : Yes

- **Reading list/ Bibliography compilation** : Not Available

- **In-house/remote access to e-resources** : Yes

- **User Orientation and awareness**

A user orientation class is conducted at the beginning of the academic year.

- **Assistance in searching Databases**

The librarian assists the students if they have trouble accessing the e- journal database

- **INFLIBNET/IUC facilities** : Yes

#### **4.2.7 Enumerate the support provided by the Library staff to the students and teachers of the college?**

##### **Orientation:**

1. Awareness of library facilities to the students and parents during admission.
2. To enroll or avail the library card.
3. Information of new books arrival provided to the students and teachers of the college.
4. Orientation on using the library facilities used to give to the students before the academic session starts.

##### **Career Guidance:**

The library offers this service to the students by maintaining books and newspapers like Employment News which cater to career and job related issues. Advertisements related to education and jobs are displayed on the library notice board and the same are maintained as newspaper clippings for future use.

##### **Current Awareness Service:**

This service informs the users about the new arrivals in the library by displaying the list of the jackets of the books on the notice board under the heading “New Arrivals”. Generally the Librarian renders this service in person.

##### **Book Reservation & Assistance:**

If a particular book is less in number and demand is more, books reservation will be done and according to seniority list, books are issued to the students.

- Subject wise catalogue is available and well displayed on the racks for easy identification.
- New books, journals, magazines are displayed on a separate display board for the students to easily identify once they enter the library.
- A number of journals national and international, subject and GK oriented Magazines and newspapers are available in good numbers for the students and faculty.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

The college library provides books and other study material to the physically disabled persons. The physically challenged person is treated with care and empathy and they are given priority in service. The librarian fulfills all their library needs.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

Feedback from the teachers and students are invited in order to make the library cater effectively to the needs of the users. Suggestions are forwarded to the convener of the Library Advisory Committee for necessary action.

**4.3 IT / ICT FOR TEACHING LEARNING**

**4.3.1 Give details on the computing facility available (hardware and software) at the institution.**

- **Number of computers with Configuration** (provide actual number with exact configuration of each available system) : 30
- **Computer-student ratio** : 1:37
- **Stand alone facility** : Yes
- **LAN facility** : Yes
- **Wifi facility** : No
- **Licensed software** : Yes
- **Number of nodes/ computers with Internet facility** : 15
- **Any other** : Laptops, Printers, UPS.
- **LCD Projectors** : 4

The configuration of the computers in the college are:

SL. NO	CATEGORY		PROFILE	Accessory	USER	LOCATION	REMARK
	Desktop	Laptop					
1	✓		Hp P6000. Core i3 Processor, 3GB RAM, 500 GB HD, 18" LED Monitor, DVD ROM with Blue Ray, UPS.	1TB External Drive	Computer Operator	Office	In Good working condition
2	✓		Compaq. Dual Core, 2 GB RAM, 500 GB HD, 18' TFT Monitor, DVD ROM, UPS	Hp MFD Printer	Principal	Office	In Good working condition
3	✓		Compaq. Core 2 duo Processor, 2 GB RAM, 500 GB HD, 15" TFT Monitor, UPS	LAN	Server	Office	In Good working condition
4	✓		Compaq. Dual Core Processor, 1 GB RAM, 500 GB HD, CD ROM, DVD ROM, 18" TFT Monitor, UPS	Hp LaserJet, Scanner, 500 GB Ext Drive	PA to Principal	Office	In Good working condition
5	✓		Compaq. Dual Core Processor, 2 GB RAM, 500 GB HD, DVD ROM, UPS, CRT Monitor		Office Assistant	Office	In Good working condition
6	✓		Compaq. Dual Core Processor, 1 GB RAM, 500 GB HD, DVD ROM, 15" TFT Monitor, UPS	Hp MFD Printer	Nodal Officer	IQAC ROOM	In Good working condition
7		✓	Hp Pavilion DV Series. Core 2 duo Processor, 1 GB RAM, DVD ROM		Principal		In Good working condition
8	✓		Hp P6000. Core i3 Processor, 2GB RAM, 500 GB HD, 18" LED Monitor, DVD ROM, UPS.	500 GB EXT Drive	Principal	Home Office	In Good working condition
9	✓		Compaq. Core i3 Processor, 2 GB RAM, 500 GB HD, 18" TFT Monitor, DVD ROM, UPS	Hp MFD Printer	Vice Principal	Office	In Good working condition
10	✓		Compaq. Dual Core Processor, 2 GB RAM, 500 GB HD, 18' TFT Monitor, DVD ROM, UPS		Library Advisor	Office	In Good working condition
11	✓		Compaq. Dual Core Processor, 2 GB RAM, 500 GB HD, 18' TFT Monitor, DVD ROM, UPS		Librarian	Library	In Good working condition
12		✓	Compaq. Core i3 Processor, 2GB RAM, 500 GB HD, DVD ROM, 13.5" Display		Librarian	Library	In Good working condition

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

The college provides computers with internet facility to the faculty members, students through its Library. Apart from this the College website is open to all.

**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

It is the vision of the College Management to upgrade IT Facilities at par with premier institute of learning on a yearly basis. The current plan of the Institute is to consolidate the existing facility and complete full computerization of the Library. Increase number of computers and upgradation of software will be based on emerging needs.

**4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

Year	Annual Budget for Procurement
2009-10	25,400
2010-11	59,800
2011-12	2,35,300
2012-13	3,13,450

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The faculty members are encouraged to prepare computer-aided teaching/learning materials especially to make Power Point Presentations during classroom teaching, seminars and conferences. The college provides Internet facility to the staff and students. The faculty members provide information and study materials to the students by downloading it from internet. The faculty members employ modern equipments available in the institute such as, LCD, CDs, and DVDs for effective teaching. The internet facilities available in library are provided to the students and staff for accessing and enriching study material. Photocopy facility is provided to the students and staff.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The college places the student at the centre of the teaching learning process. In this changing world, the use of modern technology has paramount importance. Taking into consideration above facts, the college provides various technological tools to the faculty members available in institute. The faculty members make use of modern equipments such as LCD, CD, and DVD for the effective teaching. The faculty members show movies / documentary films on social & environmental issues to the students based on syllabus.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

We do not have this service as Nagaland University does not provide the National Knowledge Network connectivity.

**4.4 MAINTENANCE OF CAMPUS FACILITIES**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

Allocation of budget for various activities depends on priorities that keep changing from time to time. Substantial financial resources are allocated and utilized optimally for maintenance and upkeep facilities of the institution.

		2009-10	2010-11	2011-12	2012-13
A	Building	606500	647140	2691213	2209130
B	Furniture	24,100	13,480	15,000	6700
C	Equipment	5400	-	102730	-
D	Computers	5400	59800	235300	-
E	Vehicles				
F	Any other				
	Machinery			70,000	1,27,900
	Library Books	15530	86152	59075	100600
	Generator				479250
	Sound system			79630	2300



#### **4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

For infrastructural maintenance, and upkeep of facilities and equipment, specialized personnel are hired on contract basis.

The institution has constituted a committee of Purchases and Maintenance for supervision of purchasing new equipment, their maintenance etc. The committee is headed by the Administrator and is mandated with powers to diagnose and give suggestions for developing and maintaining of infrastructure. Accordingly, the institution makes appropriate provisions in the budget.

The computers, its accessories and major technical equipment, are maintained by hiring professional technicians (outsourcing).

The College Management based on recommendations from the committee implements the suggestions about the maintenance of infrastructure.

#### **4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

The college designated faculty member who is in charge of the computer labs for the computer courses maintain the stock registers of the systems with their configuration and also maintain an inventory of accessories.

All the systems are numbered and a separate register is maintained in which the students note the number of the system and the login and logout time.

Concerned faculty members are always available in the lab during lab hours. They constantly ensure that each student utilizes the system to the maximum and the doubts, if any, are clarified by the faculty.

#### 4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment ( voltage fluctuations, constant supply of water etc.)?

**Maintenance of Sensitive Equipment:** The institution has sensitive equipment such as Computers, Printers, Inverters, Biometric attendance machine; CCTV equipment, Water pumps, Water Purifiers, Photocopier machine, Gensets, etc. Professional experts from outside are consulted about their safety, upkeep and repairs. Professional are hired based on need. Training is also provided to class four staff of the institute in taking care of such equipment. The Institute updates and maintains infrastructure and equipment through its committee of Purchases and Maintenance.

**College website:** The institution has a website: [www.unitycollegedimapur.com](http://www.unitycollegedimapur.com)

**Personality Development:** the institution is emphasizing on personality development of student community as modern age of education is more on communication skills, effective public speaking skills etc. Regular sessions are conducted on various topics of personality development where in house trainers as well as industry experts are called. Quiz programs are also conducted.

**Sports:** Indoor and outdoor games facilities are available in the institution. Inter Class competitions are conducted within the institution.

**Cultural Activities:** Cultural activities form a part of the overall development of the student. Students are encouraged to participate in various cultural activities Intra and Inter Institutional. Students find opportunities to participate in cultural activities on the occasions of Fresher's day and Farewell functions. During such events, cultural activities like songs, dance and skits are presented.

## **CRITERION V**

### **STUDENT SUPPORT AND PROGRESSION**

#### **5.1 STUDENT MENTORING AND SUPPORT**

##### **5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes. The college publishes its prospectus wherein information such as admission procedures, college administration and set-up, particulars of the teaching faculty and staff, syllabus, rules and regulations are provided. The institution publishes updated prospectus annually. The prospectus contains details of courses available and the eligibility criteria for each course. The prospectus is very detailed, as it shows all the course options, subject combinations, course structure for every subject, fees structure and all other co-curricular activities and facilities available to the student on admission. Thereafter when the students take admission, the faculty and the Principal organize a well-thought, interesting orientation programme, in which information about the courses, the evaluation procedures, the college facilities and ethics is disseminated to the students.

From the ensuing session, the students will be provided with a students' handbook wherein all details pertaining to the college viz. brief-history of the college, curriculum details, code of conduct, credit courses, Associations and Endowments and prizes and scholarships, related information will be made available.

##### **5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

The college offers free education to university toppers.

- Admission fee/Annual charges exempted for the students securing 70% & above in Arts and 80% & above in Commerce.
- Admission fee/Annual charges exempted for the Weaker Section Students.
- Annual Award of Rs. 5000/- for 1st Divisioners.

## Scholarships/Freeships Disbursed per Student

S.No	Type	2009-10		2010-11		2011-12		2012-13	
		No. of Stdnts	Amount Disbursed	No. of Stdnts	Amount Disbursed	No. of Stdnts	Amount Disbursed	No. of Stdnts	Amount Disbursed
1	Post-metric merit scholarship	4	7290	5	7290	5	7290	19	9240
2	Poor students scholarship	-	-	-	-	-	-	-	-
3	Post-metric scholarship	277	4240	375	4240	375	4240	476	5400

### 5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

The institution provides financial aid to deserving students; several faculty members also help students who are unable to pay their fees or arrange for assistance to be provided. All this is done discreetly with no publicity. There is post-metric merit scholarship for ST students from the Government of Nagaland. Modalities are being worked out to introduce a health insurance scheme with a leading hospital in Dimapur. The scheme will be designed to help the students to provide cover for any unfortunate incident/sickness while they are studying in Unity College. The scheme seeks to offer financial help to the students who undergo hospitalization for their serious sickness or operation.

### 5.1.4 What are specific support services / facilities available Students from SC/ST, OBC and economically weaker sections: Students can avail financial assistance from the government. Moreover students from economically weaker sections are given a relaxation of admission fees. Several faculty members help needy students voluntarily.

**Students with physical disabilities:** Students with physical disabilities are specially taken care of and at the same time treated at par with normal students to develop self confidence in them. For their convenience classes are held in the ground floor. Personal service is provided by the Librarian for Library related needs.

**Overseas students** : Not Applicable

**Students to participate in various competitions/National and International:** Financial assistance and logistic support is being given to the students to participate in various national/inter-state competitions.

**Medical assistance to students:** The Institutes provides medical facilities for the staff and students in terms of health care on the campus and off the campus with the help of the nearby hospitals. Qualified medical practitioners, Dr. Sunil Sethi, Dr. Ronithung Ovung and Dr. Anil Patni are on call and conduct medical check-ups and attends to the medical complaints of the students and the staff. First Aid box is available in the institute.

**Organizing coaching classes for competitive exams:** Not Applicable

**Skill development (spoken English, computer literacy, etc.):** NIIT Computer centre has been established within the campus. Soft-skill training is incorporated within the six semester computer course. A trained faculty in phonetics also conducts classes on Spoken English.

Support for “slow learners”: Slow learners and those having back-logs are identified and remedial classes are conducted.

Exposures of students to other institution of higher learning/ corporate/business house etc.: Through participation in programs organized by other institutions and educational field trips.

**Publication of student magazines:** Students take initiative in publishing the annual college magazine.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The publication of the Annual College magazine offers opportunities for developing entrepreneurial skills - raising funds through advertising etc.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

- Additional academic support, flexibility in examinations:

The college has a structured itinerary for co-curricular activities. Keeping in mind the diverse interests of the students, various activities are conducted every working Saturdays. To encourage active participation, marks are also reserved for internal assessment. According to Semester system a student has to join co-curricular activities for two semesters (i.e N.S.S/N.C.C). Marks for the co-curricular activities will be awarded by the concerned coordinator through Continuous Assessment which will be converted into grades.

Grade A	-	Excellent	75%	-	100%
Grade B	-	Very good	60%	-	74%
Grade C	-	Good	45%	-	59%
Grade D	-	Fair	35%	-	44%

- **Special dietary requirements, sports uniform and materials :**

Sports materials required for sports activities within the college, and sports uniforms and gears for students representing the college in inter-college meet/ tournaments are provided. Refreshment and other dietary requirements are also provided while practicing for events and during the event.

- **Any other:**

Students according to their merit, aptitudes and interests are given opportunity to participate in district/ state/ national level competitions. TA is provided, special leave is also granted.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

The college offers only UG programs. Most of the students appear for NET/SLET only after completion of their graduation. It is difficult to keep track of this information since most of these examinations are attempted by students after post graduation. However, an attempt is being made through the Alumni Association to collect the data.

**5.1.8 What type of counseling services are made available to the students ( academic, personal, career, psycho-social etc.)**

Each Mentor (teacher) is entrusted with a number of students, and accordingly acts as a guide in all aspects of the student's academic, personal development. It has been found that Mentors have effectively intervened in problems faced by the students. The Mentor is expected to help his / her ward and keep track of the ward's overall progress in the college. The Mentor's aim is not to elicit information of a student's personal life, but to make the student feel free to share those aspects of his / her academic and personal life which influence his / her all-round development.

For the student, the Comprehensive Personal Record is to serve as a dependable testimony

of his / her competencies and potentialities which could be utilized to his / her advantage. A student is expected to treat this record as invaluable and regards the Mentor as a confidant. An honest evaluation can only be arrived at if the student is truthful about the information he / she has imparted. Student's evaluation by the Mentor would be on the following criteria:

- Academic Excellence
- Creativity
- Punctuality & Regularity
- Sense of Responsibility
- Sense of Commitment
- Leadership Qualities
- Team Spirit
- Positive Attitude
- Inter-personal Skills

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

Currently, the college does not have a formal mechanism for career guidance and placement of its students. However, with the MoU signed with NIIT, students after the completion of their six semesters computer courses will be provided with placement facilities. At the same time, experts from different fields are invited on a regular basis to talk to the students on various career opportunities.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

The Dean, Students' Welfare entertains the complaints, grievances of the students.

Some of the grievances reported and redressed are as follows :

- Personal Problem: Financial problems, Family problems, Moral Support needed, Absenteeism, etc - for such cases, the college management provides relaxation of the admission fees and gives grace period for clearing dues. The mentor acts as a guide and a counselor to address the personal problems of the students.

- Teaching and Evaluation: Teacher's level of competence, course coverage, Examination schedule, Issue of mark lists, Dissatisfaction with valuation of papers, etc.- Students' feedback on respective subject teachers are dealt with personally by the Principal. Complaints and grievances of the students with regard to examination routine, marks, re-evaluation are forwarded to the parent university for external exams and matters related with the internal assessment, genuine grievances are entertained.
- Others: Library timings, Internal conflicts, Loss of books and money, Transport problem, lack of variety in canteen, etc.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The college has zero tolerance for sensitive issues such as sexual harassment, and if cases does arises, disciplinary action will be undertaken. The college does not have a sexual harassment cell but the Women Cell handles such cases as and when it arises.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

The college has formed the anti-ragging committee as per the directive of UGC.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

- The Institution has provided Teaching Job to its own Merituous Students.
- Admission fee/Annual charges exempted for the students securing 70% & above in Arts and 80% & above in Commerce.
- Admission fee/Annual charges exempted for the Weaker Section Students.
- Annual Award of Rs. 5000/- for 1st Divisioners.

**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**

The first Alumni meeting was convened on 16th Feb 2013 and office bearers were elected. Process is on to register the Alumni Union. It has more than 325 members. The main activities of the association are:

- To undertake projects (social work, planting trees) for the welfare of the college.
- To organize reunion get-together to share views and expertise
- To closely network with alumni in different institutions, occupations and places.
- To conduct disaster management programmes in the college.



## 5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	12
PG to M.Phil.	4
PG to Ph.D.	2
Employed	20
Campus selection	
Other than campus recruitment	

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city / district.

The table below is a total number of students appeared/passed, pass percentage of BA final year students with other two colleges for the past three years.

Years	Nagaland University Pass Percentage			Unity College Percentage			Public College of Commerce Percentage			Dimapur Govt. College Percentage		
	Gen	Hons		Gen	Hons		Gen	Hons		Gen	Hons	
		Acc.	Mgt		Acc.	Mgt		Acc.	Mgt		Acc.	Mgt
2010-11	73.12	75.76	82.35	61.54	100	100	87.50	82.86	75	65.30	75	Nil
2011-12	78.26	74.19	82.82	61.54	75	Nil	82.95	70.37	75	65	75	Nil
2012-13	58	78.9	70.59	50	100	Nil	65.26	87.5	71.43	42.11	25	Nil

Years	Nagaland University Pass Percentage			Unity College Percentage			S.D Jain Girls College Percentage		
	Gen	Hons		Gen	Hons		Gen	Hons	
		Eng	Pol. Sc		Eng	Pol. Sc		Eng	Pol. Sc
2010-11	70.69	73.60	76.01	59.46	85.71	100	71.98	82.01	-
2011-12	71.98	82.10	87.10	60.87	80	74	65.15	82.42	-
2012-13	58	78.9	70.59	51.54	100	66.66	48.51	73.07	-

Although most of the students are economically backward and from rural areas, the college has been able to produce Toppers in the recent years. The following are the outstanding achievements of the students in the past three years:

Year	Subject	Position in University (NU)
2010	B.com Accounting & Finance	MS. SARITA AGARWAL, 1st CLASS 1st POSITION
	B.A General	MS. KINOKALI JIMO, 1ST CLASS 2nd POSITION
2011	B.Com Accounting & Finance	MR. EPITHUNG TSOPOE, 1st CLASS, 6th POSITION
	B.Com Accounting & Finance	MR. PRATIK DUTTA, 1st CLASS 26th POSITION
2012	B.A Pol.Sc Honours	MR. VITHSUTHO, 1st CLASS 7th POSITION
	B.Com Accounting & Finance	MR.PINTU DEB NATH, 1st CLASS 1st POSITION
	B.Com Accounting & Finance	MS. VIVEK SURANA, 1st CLASS 2nd POSITION
	B.Com Accounting & Finance	MR. UMANG JAIN, 1st CLASS 7th POSITION
	B.Com Accounting & Finance	MS.PRIYANKA SARKAR, 1st CLASS 10th POSITION
	B.Com Accounting & Finance	MD. HUSSAIN AHMED, 1st CLASS 11th POSITION

### **5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

- The college provides manuals, books, magazines relating to higher education in India and abroad.
- By organizing talks given by Faculty and by arranging external faculties, guest lectures on higher education.
- Provides internet where students can browse and can enhance the knowledge.

### **5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

Students who are at risk of failure and drop out are identified and remedial classes are provided. There have been cases where good students were faced with the problem of discontinuing studies because of genuine personal problems - flexibility in internal assessments (home assignments in lieu of class activities or class attendance) etc. Have ensured continuing studies.

## **5.3 STUDENT PARTICIPATION AND ACTIVITIES**

### **5.3.1 List the range of sports, games, cultural and other extra-curricular activities available to students. Provide details of participation and program calendar. : Annual Sports Meet, Freshers' Meet Cum Annual Day, Literary and other co- curricular activities are conducted with the joint effort of the students and teachers.**

The following are the list of events conducted:

- World Environment Day - Quiz, Extempore, Painting, Slogan Writing Competition
- Social Work Programme

- Teachers' Day
- Career Counselling Programme
- Sports Meet
- Annual Day
- Educational Tour
- Tree Plantation Programme

## 2009

- World Environmental Day was observed by conducting Quiz, Extempore, Painting, Slogan writing Competition.
- Social Work Programme was conducted in the College on 31st August 2009.
- Unity College Students Union organised Teachers' Day programme on 5th Sept, 2009.
- On 26th August 2009, the College conducted Career Counselling Programme with NIIT in order to make the students aware of the development in the IT sector and its' career options.
- Unity College Students' Union conducted Sports Meet from 1st – 3rd September, 2009.
- Unity College' Annual day was held on 5th October 2009.
- As a class project, the English honours students presented an adaptation of Bernard Shaw's Pygmalion.
- An Educational Tour to Sikkim for students was organized for the students in the month of December.

## 2010

- World Environment Day, 2010 was observed on 5th June, 2010 by organizing an Essay Writing and Quiz Competitions.

### **a. Essay:**

- Winner – Ms. Paukindiliu (B.A.I) "Environmental Awareness: A Mission".

### **b. Quiz:**

All together 8 teams comprising of 16 participants participated in the Quiz Competition.

i. Winner – Rhino Group (Mr. Phungkha and Ms. Watisenla).

A Tree Plantation Programme was also organized.

- A Career Counselling session was conducted in collaboration with Jet Wings India Ltd.
- Under the initiative of Unity College Students' Union, Teachers' Day was celebrated.
- Unity College Students' Union conducted Sports Meet from 7th – 9th September, 2010.
- Unity College' Annual day was held on 25th September, 2010.

## 2011

- As part of its community service, Unity College sent four (4) of its students namely:

Ms. Watisenla (B.A.II)

Mr. Wilson Odyuo (B.A.I)

Mr. Moa (B.A.II)

Ms. Pankindiliu (B.A.II), to 'WONDANG – KI', a charitable foundation, which runs an orphanage for girls, and is also a specialized adoption agency on 17th September 2011.

- Unity College Students' Union conducted Sports Meet from 8th – 10th September, 2011.
- Unity College' Annual day was held on 2nd October 2011.
- Evangelical Union, a non-denominational Christian movement was formed - weekly meetings, leadership trainings, outreach programmes, and advent Christmas program was organized.

## 2012

- On 5th June 2012, Unity College with the rest of the world observed World Environment Day by conducting various competitions.

### **a. Slogan Writing:**

i. Winner – Md. Zahid (B.A.II)

ii. 2nd – Mr. Khamjailing Kamson (B.A. II)

iii. 3rd – Md. Hussain Ahmed (B.Com II)

**b. Extempore:**

- i. Winner – Mr. Wilson Odyuo (B.A. II)
- ii. 2nd – Mr. Sepizi Sangtam (B.A. II)
- iii. 3rd – Mr. Toshimeren Jamir (B.A. II)

**c. Pencil Sketching:**

- i. Winner – Mr. Rahul Gupta (B.Com II)
- ii. 2nd – Mr. Mhathung Jami (B.A. III)

**d. Collage:**

- i. Winner – Ms. Alemchila
- ii. 2nd – Ms. Tamyophy (B.Com II)
- iii. 3rd – Mr. Tukuvi Tuccu (B.A. II)

**e. Essay Writing Competition.**

- i. Winner – Mr. Yanthungo Ngullie (B.A. II) “Forest: Nature at your service”.

- Spelling Bee Competition 2012 was held on 21st July, 2012 in the Hall to address the often neglected part of our everyday learning i.e., the ‘Spelling’.

- a. Winner – Ms. Paukindiliu (B.A. III)
- b. 2nd – Mr. Yanzo Kikon (B.A. II English Hons.)

- “Rhapsody”, a solo and duet competition was held on 4th August 2012. The event was introduced for the first time and received an overwhelming response from the students’ community.

**a. Solo**

- i. Winner – Mr. Lotan (B.A.III)
- ii. 2nd – Ms. Arhoni (B.A. I)
- iii. 3rd – Mr. Konwang (B.A. I)

**b. Duet**

- i. Winner – Ms. Arhoni and Ms. Livika (B.A.I)
  - ii. Ms. Labaun and Ms. Imtinaro (B.A.I)
  - ii. Mr. Bakong and Mr. Kunlung (B.A.I)
- Students of Unity College also visited “Bethesda Youth Welfare” a rehabilitation home for substance abuse, Duncan, Dimapur on 7th July 2012, led by Yanzo Kikon (B.A. II). This visit helped the students in their understanding of ‘Addiction’.
  - A counselling session with the students was conducted on 18th August 2012. Resource person: Mr. Ajit Jain (Chartered Accountant) counselled the students (Commerce) about C.A. Course and interacted with the students regarding their career options.
  - A seminar on “Understanding HIV/AIDS in the context of Development” was conducted in the college on 18th August 2012 under the chairmanship and supervision of Mrs. Thungbeni Humtsoe (Asst. Prof. History Dept.) Co-ordinator of Red Ribbon Club. Resource person – Mr. Temjen, Senior Project Officer, Project Orchid.
  - Red Ribbon Club members of Unity College also attended a conference on “Youth and HIV” at Ribbon Express Dimapur Railway Station Organized by NACO.
  - A short documentary film on ‘Right to Information (RTI)’ was screened on 11t5h October 2012 at Unity College in collaboration with Nagaland Information Commission (NIC).
  - An Extempore Competition was held at the College on 15th September, 2012.
    - a. 1st – Mr. Nisuka (B.A.I) “The Power of Press”.
    - b. 2nd – Mr. Wilson Odyou (B.A.II) “Time and Tide wait for none”.
    - c. 3rd – Mr. Sepizi Sangtam (B.A.II) “Civic Sense”.
  - Debate Competition’ 2012
    - a. Best Debater – Ms. Kritika Jain on ‘There should be reservation for woman in Nagaland’.
  - On 7th July 2012, Bank officials from Allahabad Bank: Dimapur, came and interacted with the students of Unity College. They exhorted the students about career in banking as well as to develop banking habits amongst the students.

- The NSS unit along with UCSU conducted a social work- clearing the drains and debris, cutting the overgrown bushes, etc. on 5th August, 2012.
- Unity College Students' Union conducted Sports Meet from 1st – 4th August, 2012.
- A cultural exchange programme was held on September 1 with Pastor Hycon Yong Choi, Regional Director IYF, Nagaland and his South Korean Team.
- Unity College' Freshers' Day cum Annual day was held on 10th September, 2012.
- Workshop on Mass Communication and Journalism was conducted on 8th October, 2012 with Geoffery Yaden, Editor-in-Chief, Nagaland-Post.

## **2013**

- On 2nd Feb., 2013, a short documentary film “Bamboo Boys” was screened at the college Hall which highlighted the importance of bamboo and its uses.
- On 3rd March, 2013, the volunteers under NSS conducted social work within the campus- cleaning the classrooms, departmental offices, toilets and washrooms, highlighting the importance of civic sense.
- On 20th April, 2013, an Inter-Class Extempore competition was held.
- On 4th May, 2013, a debate competition was organized on the topic “Students should participate in politics”.
- On 21st May, 2013, Red Ribbon Club, Unity College in collaboration with Civil Hospital, Dimapur conducted a Blood Donation Program in the college. The program was conducted to create awareness on Blood Donation and Safe Blood. Students and Faculty donated blood.
- A documentary film on RRC activities in Nagaland was screened in the college campus in the month of June 2013. A freelance journalist documenting the activities of RRC interviewed and interacted with the students.
- On 3rd August, 2013, Evangelical Union of Unity College conducted a Freshers' welcome Fellowship Program on the theme “The Joy of Forgiveness” at the college hall.
- The college Annual Sports Meet was conducted from 7th – 9th August, 2013. Panther house was the overall champion of the meet and Mr. Neire Kire (B.A. III) was awarded as the outstanding player of the tournament.

- On 17th August, 2013, the college organized singing competition for two categories: Solo and Duet.
- Unity College Red Ribbon Club in collaboration with Sisterhood Network, Nagaland organized a seminar on “Anti-Tobacco Campaign” on .The resource persons for the seminar were Dr. Atsung Aier and Dr. Clement Momin from Referral Hospital, Dimapur.
- Unity College’ Annual day was held on 28th September, 2013.
- On 3rd August, 2013, the college organized social work keeping in view the social responsibility in which the students of Unity College visited Wondang-Ki, a local orphanage to celebrate Friendship Day.

**5.3.2 Furnish the details of major student achievements in co-curricular, extra-curricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

**2008**

- Mr. Tingnyek Konyak (B.A. I) represented the state in Subroto Cup (National) at New Delhi, 2008.
- Ms. Krelo Vincenza (B.A. III) secured 2nd position in All Nagaland College Students’ Union (ANCSU) meet 2008 for Extempore.

**2009**

- Ms. Thekingpila Sangtam (B.A. 1st Year) – Third prize in Essay Competition for the college level on 20th August 2009 in Rajiv Gandhi Akshay Urja Diwas Programme organized by Dimapur District Administration.
- Ms. Sarita Agarwal (B.Com III) and Mr. Epithung Tsopoe (B.Com II) participated in the Inter College Commerce Quiz Competition held at St. Joseph College, Jakhama on 11th Sept 2009.
- B.A. II year students attended the World Red Cross Day celebration organized by the Indian Red Cross Society, Dimapur unit on 8th May 2009 at S.D. Jain Girls College.



## 2010

- Mr. Wangkom Wangsha (B.A. II) and Miss Bendangyangerla (B.A. I) participated in the 4th Inter-College Debate Competition on the topic “Education system in India is job-oriented” organized by Sazolie College, Jotsoma on 10th October 2009.
- On 13th August 2010, students of B.A. II attended a seminar on “Legal Awareness” at AIDA Centre, Don Bosco Higher Secondary School, Dimapur.
- On 22nd April 2010, students attended the 40th International Earth Day at Kyong Hoho Ki, Dimapur organized by GREEN SUCCESSION of NAGALAND STATE (GREEN SONS).
- Mr. Dehlenlal (B.Com) participated at Junior National Sepakteraw, 2010. He also participated in Sports Authority of India Meet at Imphal, Kerela and Calicut.
- Mr. Koramensang Aier was adjudged Mr. Zoomax 2010, an Inter-College Event.

## 2011

- Mr. Wilson Odyuo (B.A. I) participated in a debate competition on “Social Networking sites are benefitting the youth” in Jotsoma at Sazolie College on the theme “Social Networking sites are benefitting the youth” and led the ‘Against the Motion’ group to Victory, winning a consolation prize in the process in October.
- Mr. Dehlemlal (B.Com III) has been selected to represent SAI, STC, Dimapur in all India Inter SAI Sepaktakraw Championship to be held at Imphal from 17th-19th October 2011.
- Mr. Ezanthung Kithan (B.A.I) and Ms. Tsukoli Kinnimi (B.A.I) were adjudged Mr & Ms. Zoomax 2011- an all Nagaland Inter-College Meet.
- Mr. Wilson Odyuo (B.A.I) secured 2nd position in Debate in Zoomax 2011.
- Mr. Wilson Odyuo (B.A.I) secured 3rd position in painting, Techama 2011.
- Mr. Ayeka Jason Ayemi in Air Guitar Zoomax 2011.
- Mr. Toshimeren Jamir came 1st in solo competition at Zoomax 2011.
- Overall Unity College secured 2nd position in Zoomax 2011.
- Mr. Mughato Kiba contested the All Nagaland College Students’ Union (ANCSU) Election 2011 and was elected as the Information and Publicity Secretary.

## 2012

- Mr. Yanthungo Ngullie secured 2nd position in the Written Quiz Contest 2012, organized by BSNL.
- Mr. Yanthungo Ngullie secured 2nd position in the Essay Competition at Zoomax 2012.
- Unity College Hostel (Girls) Dance Group secured 2nd Position in the Group Dance Category at Zoomax 2012.
- Ms. Kritika Jain (B.Com I) secured 2nd Position in debate competition at Zoomax 2012.
- Mr. Md. Hussain and Mr. Karan Sharma of B.Com III secured 3rd Position at Zoomax 2012 Quiz Competition.
- NCC Cadets participated in Combined Annual Training Camp at St. Joseph's School, Chumukedima from 23th June to 2nd July.
- Three Cadets namely Mr. Ayeka Ayemi, Mr. Khamjailung Kamson and Mr. Setsapa Sangtam were selected to take part in Raksha Rajya Mantri Guard of Honour at St. Joseph's College, Jakhama. Dergaon. They also participated in Independence Day celebrations in Dimapur.
- Unity College Students' Union (UCSU) took part in the ANSCU Meet held in Pfutsero, hosted by the Chakhesang Students' Union. Mr. Tali won the title of Best Drummer in the Inter-College Beat Contest.

## 2013

- From 24th -27th April, 2013, NSF Conference was held at Agri Expo site, Dimapur. Our College sent 50 students as delegates to attend the conference.
- Our NCC cadet S.U.O. Lipano Kithan after clearing the East Zone Shooting Caption at West Bengal has been selected for Inter Directorate Level. Fourteen cadets attended Special National Integration Camp at Patkai Christian College and were awarded winners in group singing, duet and firing competition.
- Cadet Tiaakum (1st Position Men's Air Rifle, Inter-Collegiate Meet' 2013).
- Cadet Yile Haikum (1st Position in Woman's Air Pistol, Inter-Collegiate Meet' 2013).
- Commemorating the occasion of 150 years of Red Cross Movement, 9 members of Red Rib-

bon Club, Unity College participated in the Blood Donation Camp organized by the Indian Red Cross Society, Dimapur District Branch.

**5.3.3 How does the college seek and use data and feedback from its graduates and employees, improve the performance and quality of the institutional provisions?**

A joint formal meeting of the faculty and staff with the College Management Board is held twice every academic session. Formulation and introduction of new policies are deliberated during such meetings. Grievances and doubts if any are addressed.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazines and other material? List the publications/materials brought out by the students during the previous four academic sessions.**

For each academic session an Editorial Board consisting of teachers and students' representatives is constituted to publish the Annual College Magazine. The College Magazine serves to promote literary expression, creativity, and entrepreneurial skills through effective mobilization and participation from the students' community.

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

Unity College Students' Union was instituted on 22nd June 2008. In the preliminary process candidates from each class/section are nominated fulfilling the criteria laid down by the Election Commission. To assess the calibre, aptitude and commitment of the candidates, an open platform is provided to the candidates. A class representative is thereby selected through casting of votes by the students from each class. The Executive Union body is formed by these class representatives.

From the next academic session there will be changes in the set up of the Students' Union. A Student Council will be set up instead of a union.

**CRITERION VI**  
**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 INSTITUTIONAL VISION AND LEADERSHIP**

**6.1.1 State the vision and mission of the Institute and enumerate on how the mission statement define the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, Institution's traditions and value orientations, vision for the future, etc.?**

**VISION**

The college enshrines in its vision the ideal of imparting quality higher education adhering not only to national but also international standards. Through effective implementation of the curriculum laid down by the University, the students would be empowered with an education that hones life skills and employability and at the same time foster an enduring sense of discipline and single minded dedication to work.

**MISSION**

The mission of the college is to have programmes that ensure the all round development of its students. The goal in view is an education that transforms young students and equips them to be self-reliant; face challenges in their personal and professional lives; inculcate a value system and help in the quest for excellence; the college endeavours to maintain a learning atmosphere that reinforces the ideals of professional competence and social commitment. Our mission is to:

- Impart holistic education in order to promote fostering of global competencies.
- Enable and empower students to be self-reliant, and inculcate a value system and help in the quest for excellence.
- Illuminate and guide the students on the right path in order that they become responsible members of their family and society

An analysis of the mission statement of the College reveals that all the core values of Higher Education in India are covered as follows:

- “Imparting holistic education” promotes fostering of global competencies.

- “Enabling and empowering them to be self-reliant” promotes use of technology, inculcates a value system and helps in the quest for excellence and
- “....Responsible members of their family and society” contributes to National Development since the Nation comprises the citizens who are at the heart of family and society.

All the aims and goals of the college, derived from the above mission, are consistent with the objectives of Higher Education in India. The following steps are carried out in fulfillment of the mission statement:

- Interactive Student-centric classes where individual attention is given as far as possible.
- Co-curricular activities such as quiz, debates, spelling bee etc.
- Extra-curricular activities such as singing, painting, collage making etc.
- Students are given various responsibilities to develop leadership quality. Election of Union members and the Unity College Student Union is a background for this.
- Regular sports activities and the annual sports week for physical development of students. We have both indoor and outdoor sports facilities.
- Regular seminars are held on topics related to students.
- The annual college magazine ‘NURTURE’ has equal contribution and participation from teachers and students.
- An IQAC has been set up to ensure positive impact of quality education.
- We have NCC for girls and the members are sent for training camps on a regular basis.
- Students are taken for educational tours every year.
- The college has a Dean of students welfare to look after the welfare of students.
- The college has HoD for all the departments to manage the departmental activities.
- We have a NIIT centre in the college campus for computer courses.
- A Yearly issue of Unity College Journal of Humanities and social science with registered ISSN is published.

### **6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

The College Management provides a conducive environment to the Principal and faculty to impart quality education in terms of good salary, incentives, increments and other facilities for teaching purposes.

The College Managing Board (CMB) has members who are highly educated and well experienced, drawn from different walks of life. The CMB meets at least four times in an academic session and thoroughly reviews the work of the college, ensuring its quality policy and plans. It should be noted here that during the last four years, there has been absolute harmony in the functioning of the CMB. The CMB has been extremely supportive in all the educational endeavors of the college.

The Principal of the college has been making concerted efforts to ensure top quality in whatever the college does. Principal ensures that, the action plans are in accordance with policies and as per the vision and the mission of the institute; he provides academic as well as administrative leadership; links the institution with the management, the Department of Higher Education, the UGC, the University, the NAAC, civil society organizations, and parents. As the Chairperson of the different Boards of the Institute, the Principal provides inputs for design and implementation of different action plans with regard to academic programmes, field action projects, research activities, statutory activities, extension work, student welfare, staff welfare etc. He has been able to set a role model in him for the students. The Principal maintains direct contact with the students of all classes and students are encouraged to approach the Principal with their needs and problems.

There has been an upward development of the institution in different areas like the conduct of many seminars and workshops; improvement in infrastructure; consistently good results and high pass percentage of the students; high percentage of student's attendance and in co-curricular and extra-curricular activities.

Thus, the Principal has been playing a key and vital role in the functioning and the development of the institution. He has been an educator, motivator, leader, encourager, manager, administrator, disciplinarian and guide for the faculty, staff and students.

### **Leadership Functions of the Head of the Institution:**

- Execution of the educational goals and objectives of the college through the curriculum and other academic programmes.
- Motivation of the students and faculty members to excel in all facets of education and to adopt ethical values of life.
- Responsible for the concept, development and maintenance of standards with reference to academic, extra and co-curricular activities of the faculty and students of the college.
- Evaluation of the efficiency with which the various activities of the college are being executed in order to improve the managerial process.
- Liaison between the community, State Government, University, management, faculty, staff and students to ensure proper utilization of the human and non-human resources available to the college.
- Planning, control and evaluation of all activities of the college with co-operation from the faculty to achieve optimum holistic development of the students.
- Maintenance of discipline in the campus, contributing to the creation of the academic ambience in the college.
- Execution of the relevant Government Programmes with the help of students and faculty.
- Responsibility for the management of the examination process from the appointment of paper setters to the announcement of results.
- Interaction with the University Grants Commission and other organizations to establish linkages necessary for the growth and development of the college.
- Exploring and establishing institution-industry linkages in order to improve the employment opportunities of the students.
- Expansion of the services offered by the Institution according to the needs of the community and the Nation.

### **The leadership system is established in the college through :**

- Approachability and easy accessibility to all stakeholders.
- Humane Approach
- Creation of guidelines and rules
- Development of professionalism by various methods
- Regular meetings/ Inclusive discussions

- Use of effective communication
- Judicious delegation of responsibilities
- Recognition of achievements
- Being receptive to feedback
- Staff mentoring - personal as well as professional
- Role modeling

The teachers on their part design and deliver lectures that are student-centric and emphasis is given to practical guidance along with theoretical knowledge.

The faculty of the Institute is well-qualified and experienced. The faculty are conveners/members of various committees constituted by the college. These committee are largely responsible for design and implementation of the quality policy and plans of the Institute, and hence the faculty plays a very crucial role. The faculty of the Institute has a reputation of involving in their work with utmost sincerity and commitment. Apart from regular class room and field work engagements, the faculty is also involved in research work, seminars and publications.

### **6.1.3 What is the involvement of the leadership in ensuring:**

- **The policy statements and action plans fulfill the stated mission**
- **Action plans are formulated for all operations and are incorporated into the institutional strategic plan**
- **Interaction with stakeholders**
- **The policy and planning are supported by need analysis, research inputs and stakeholder consultations**
- **Reinforce culture of excellence**
- **Champion organizational change**

As stated above, the leadership of the college is committed to fulfill the vision and mission of the college. The Head of the institution ensures an academic integrity by keeping an eye on the regular progress of classes, listening to the grievances of the students and faculty and trying to solve such problems. The leadership is also reflected in the regular meetings with the staff council to uphold strategies and direction and in the overall student administration.



#### **6.1.4 What are the institutions monitoring and evaluation procedures to ensure that policies and plans of the institution are implemented, evaluated and improved from time to time?**

##### **Work of various Committees:**

The college has created several committees which look after different activities of the Institute. These committees hold periodical meetings to review the progress of the activity which they are mandated with. This is a primary formal procedure adopted to monitor and evaluate the activities of the college.

**College Management Board:** The College Management Board holds meetings to monitor and evaluate all aspects of the functioning of the college.

**Self-Appraisal Forms:** Each faculty member makes a 'Self-Appraisal' at the end of the academic session using the prescribed format. This is another mechanism being used by the college for monitoring and evaluation.

**Student Feedback:** The college has developed an excellent system for collection of feedback from the students. All students are required to evaluate the teachers. For this purpose the college has introduced a complete feedback system for evaluation of teachers by students. Student feedback touches upon class room teaching. The IQAC processes these feedback and suggests measures for improvement from time to time. Also refer 2.4.6 for more details.

**Parents' Meet:** This is yet another mechanism being used by the college to monitor and evaluate its policies and plans. It is held once a year. The parents are encouraged to share their observations in an informal manner with faculty and the Principal.

**Financial Audit:** Financial audit conducted by an external agency provides valuable insights on the effectiveness of implementation of policies. All the financial transactions of the Institute come under the purview of such audit.

**Annual Reports:** Besides formal meetings other avenues are also used for monitoring and evaluation. Preparation of the annual report is yet another procedure adopted by the college to monitor and evaluate policies and plans. The Annual Reports of the college are meticulously prepared making all efforts to document all aspects on the implementation of the policies and practices of the college.

### **6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

Improvement of the effectiveness and efficiency of the institutional process is the result of words of encouragement from the Head of the management, guidance provided, delegation of work, involvement of all faculty members in carrying out the institutions activities through

- Meetings with the faculty before the new session, exams, end of session, functions and any issue that may arise.
- Regular Departmental meetings to review weekly and monthly progress, to discuss or suggest improvements of academic and other programmes.
- Various committees in which each teacher is involved in varying capacities.
- Reviews of every program where successful outcomes are appreciated and causes of failures if any are studied and discussed for future rectification.

### **6.1.6 How does the institution groom leadership at various levels?**

At the staff level there are mechanisms for leadership training namely: Representation in the College Management Board and Various Committees of the College. Adequate platform for leadership grooming is provided through the Students' Union leadership and representation to higher association of students' body, organizing co-curricular activities and annual students' functions etc.

At the student level, involvement in the following activities helps groom leadership- Students' Union. The students are given the opportunity to initiate projects related with community development. Participations in inter college, inter-state competitions are also offers opportunities to practice leadership.

### **6.1.7 How does the institute delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?**

Students' Union is given autonomy to carry out students related activities and take decisions accordingly. Similarly, department wise delegation of authority is done. Each deptt. has a HoD who takes department related decisions. The administrative units are decentralized in such a way that power is not vested with only a few individuals. The office administration is under the control of the Office Superintendent and Assistants who are assigned specific work.

**6.1.8 Does the Institute promote a culture of participative management? If yes, indicate the levels of participative management.**

Yes. The college promotes a culture of participative management. Regular meetings comprising of management, principal, faculty and union members are held and opinions and suggestions of each member is heard and considered.

In so far as the involvement of students in participative management is concerned, the college has given the responsibility of arranging extra-curricular activities to the Students' Union, which has representatives from each class.

**6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

**6.2.1 Does the Institute have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

The college has a formally stated and well defined quality policy in the form of IQAC objectives. These objectives were developed through a series of consultative meetings of the faculty, the CMB and the IQAC. These objectives are reviewed at the beginning of each academic year.

All activities of the Institute are planned and implemented strictly in accordance with the stated objectives of the IQAC. Thus IQAC plans, deploys and reviews the quality policy.

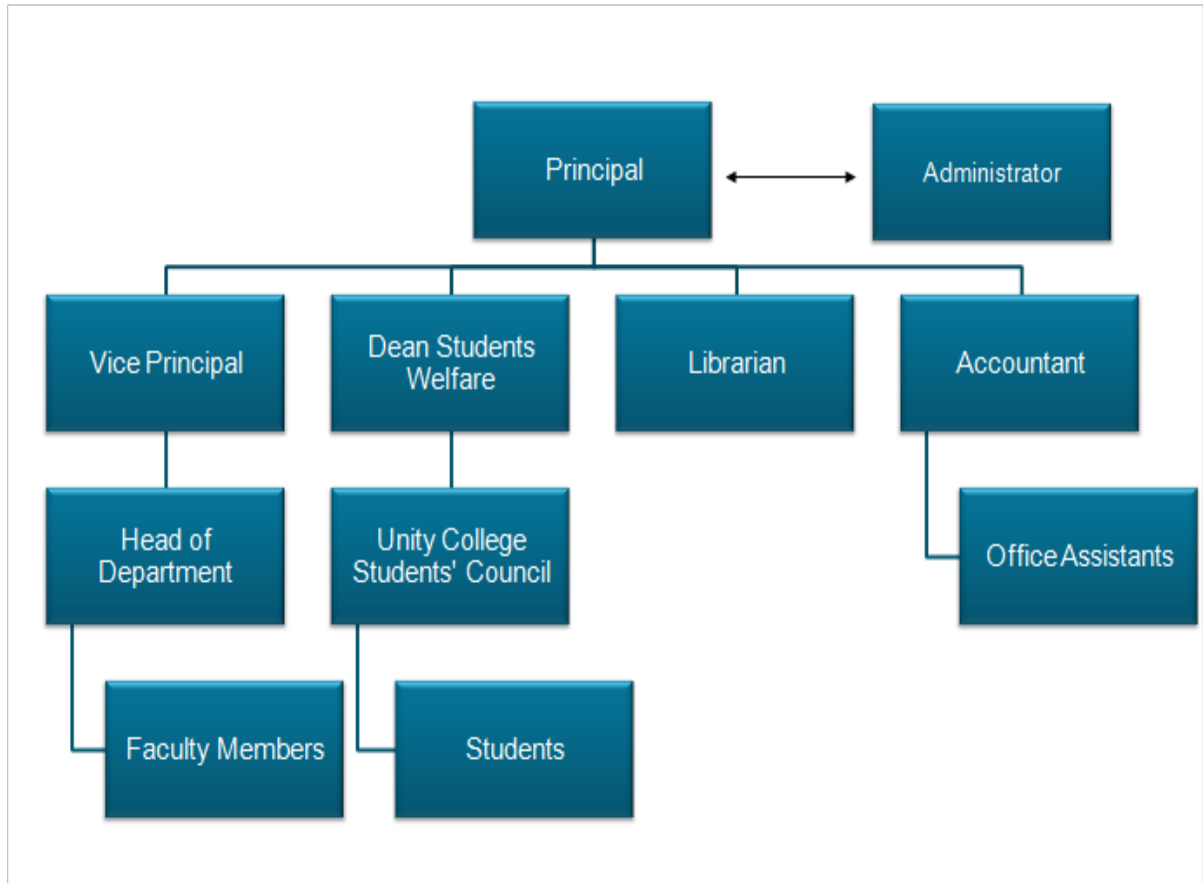
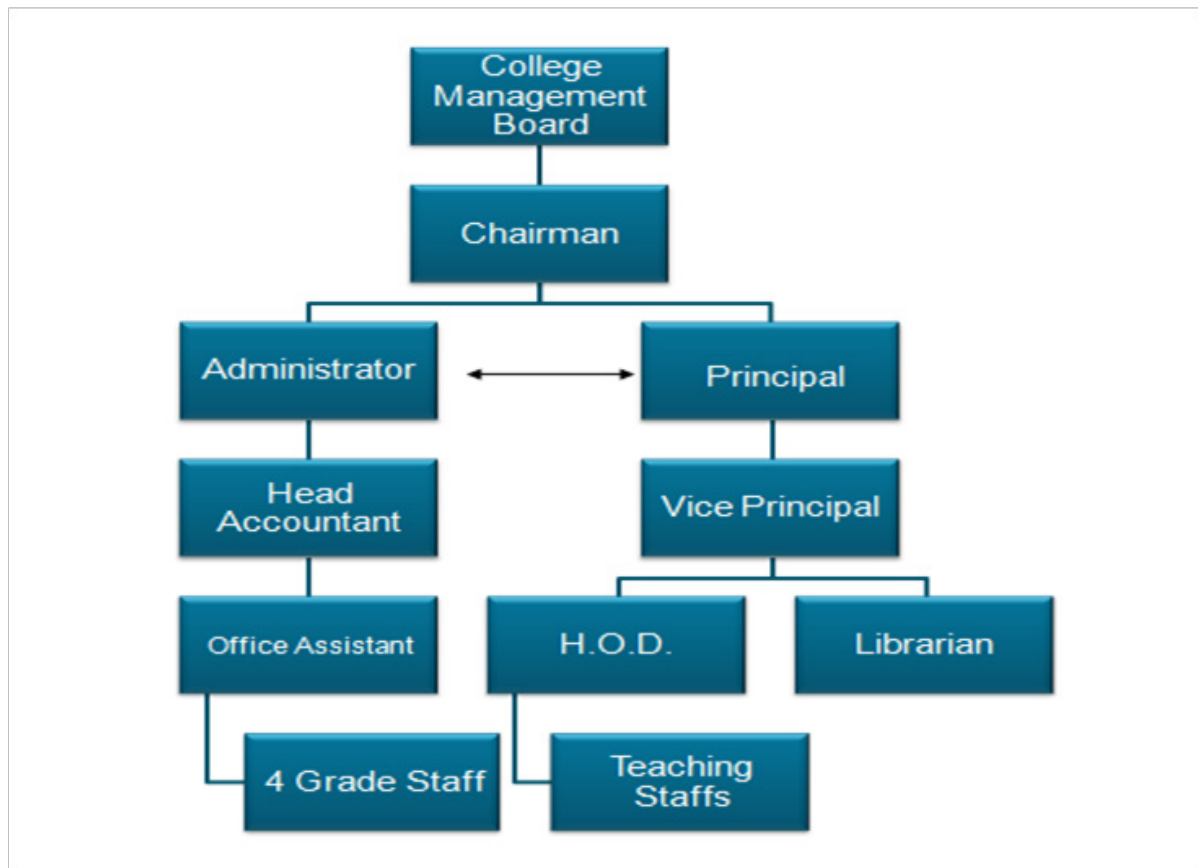
Each Committee constituted by the college also develops its activities in accordance with the quality policy.

**6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

The college has a perspective plan for development. The college prepares proposals for development assistance from UGC and Government. The college also prepares perspective plan every year with reference to academic programmes, field action projects and also infrastructure improvements. While taking decisions regarding budget formulation, infrastructure development, faculty recruitment, faculty development, research, national and international linkages, workload, and academic activities etc., the perspective plan is treated as the guiding principle.

Plans for more infrastructural development in term of extension of library, computer lab, apart from the already existing conference hall. Teachers are encouraged to go for seminars, workshops, research and to publish articles in various journals including the college journal. For students, various co-curricular as well as extra-curricular activities are held and students are encouraged to participate both in intra-college as well as in inter-college activities.

6.2.3 Describe the internal organization structure and decision making processes.



#### **6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following**

**Teaching & Learning:** Teachers are encouraged to undergo capacity building programmes, teacher exchange programmes, use of ICT to enhance class teaching. Experience sharing is encouraged with a view to improve the quality of teaching. During the staff meetings, experiences of the faculty who attend national and international seminars and events are shared amongst the faculty.

**Research & Development:** To initiate the students in the challenging pleasures of research, right from the first year undergraduate level the students are required to make one research assignment in each elective subject. The teacher assigns the topic to every student individually according to the aptitude and interest and guides each one to obtain the necessary research materials.

Furthermore, the undergraduate students of all the departments are requested to prepare and make a presentation in the semester examination of the mandatory subjects from the First Semester to Sixth Semester respectively.

**Community engagement:** Student's participation in various community activities such as observing the world environment day, visit to orphanages, rehab centres as well as social service activities such as blood donations, monetary donations, cleaning of the college surrounding, planting of trees etc.

**Human resources:** The members of the faculty are selected strictly as per the UGC norms and state government directives. The faculty recruitment process is very systematic, highly rigorous and absolutely transparent.

**Industry interaction:** The college invites experts from various fields on a regular basis to interact with the students.

**6.2.5 How does the head of the institution ensure that adequate information (feedback and personal contacts etc.) is available for the top management and the stake holders, to renew the activities of the institution?**

Proper Student Records are maintained in terms of –

- (a) Attendance (Monthly attendance record)
- (b) Performance (test records, assignment records, final exam records)
- (c) Co-curricular/ Extra-curricular records
- (d) Suggestion box

Feedbacks of the students/faculty/staff garnered through personal interactions, questionnaire are communicated to the College Management Board.

Various meetings at different levels are held:

- (1) Parent-Principal
- (2) Principal – Faculty
- (3) Principal – Union
- (4) Principal – Management

**6.2.6 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

The college promotes a participatory approach with involvement of teaching and non-teaching staff at all levels. It has a system of issuing internal memos, thereby communicating all decisions to all concerned.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

In the year 2013 the College Management Board made the following resolutions:

- Passed the approval to purchase a new vehicle (Bolero) for the college - **IMPLEMENTED**
- Approved the purchase of the college Bus – **IMPLEMENTED**

- Installation of CCTV cameras – **IMPLEMENTED**
- Construction of New Academic Block – **Construction under progress**
- Approved the purchase of a 30KV generator - **IMPLEMENTED**

**6.2.8 Does the affiliating University have provision for autonomous status to the affiliated institution? If yes, what are the efforts made by the institution in obtaining autonomy?**

Nagaland University has provision for autonomous status to the affiliated institution but our college as of now is not making any effort in obtaining autonomy because the college is in its nascent stage.

**6.2.9 How does the institute ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder-relationship?**

The college has a Grievance Redressal Cell. A suggestion box is placed conspicuously near the college notice board for any grievances faced by the employees/students with the intention of redressing grievances.

- a) The suggestion box is open for all.
- b) Grievances can be voiced out during meetings.
- c) Students can also approach the union as well as the Dean, Student Welfare and have their grievances redressed.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decision of the courts on these.**

None

**6.2.11 Does the institution have a mechanism for analyzing students' feedback on institutional performance, if yes, what was the outcome and response of the institution to such an effort?**

At the end of the academic year, students' feedback is taken on a form. The results are analyzed and necessary action is taken against under performers. Rewards and incentives are given to the faculty who have shown committed and meritorious performance.

## **6.3 FACULTY EMPOWERMENT STRATEGIES**

### **6.3.1 What are the efforts made to enhance the professional development of teaching and non-teaching staff?**

Basic computer skills are imparted to non-teaching staff and teaching faculty. Teachers are encouraged to pursue higher studies and those having additional and higher degrees are given extra increments. Teachers are encouraged to attend seminars, workshops, orientations, refresher courses. The Principal conducts meetings and appraises the College Management Board about the essentials of achieving quality education. A general view and aspiration of the College Management Board members is sought during such meetings. The view of the staff and faculty are also gathered through meetings. The students' views are collected in a questionnaire format.

The Principal as the Head of the institution incorporates all feasible suggestions which will add on to achieving the college vision and missions.

### **6.3.2 What are the institutions faculty empowerment strategies and the institutions plans to train, retrain and motivate the employees for the roles and responsibilities they perform?**

As a policy, the college encourages the faculty for their academic enrichment by making them participate in orientation programmes, refresher courses, seminars, conferences and workshops. The faculty is given leave to participate in such activities. The college never refuses permission to the faculty to attend such activities aimed at professional development.

Different committees are formed among the teachers such as disciplinary committee, attendance committee, magazine committee which are handled by teachers. The Teachers are given full responsibility and authority to take decision related to their committee.



**6.3.3 Provide details on the performance appraisal of the various staff and enumerate, the mechanisms in place to ensure that the information on the multiple activities of the teachers is appropriately captured and considered in the process of appraisal.**

Performance Appraisal Report for self appraisal of teachers, Students Feedback on Teachers are administered which serves as a fundamental source for individual's growth and performance. Confidential Record is also maintained. Basing on all these, performance based incentives and recognitions are given to the Teaching faculty and staff.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the Management and the major decisions taken? How are they communicated to the appropriate stake holders?**

The principal verifies each "Self Appraisal Reports" and ensure its authenticity. If there are inaccuracies in such reports, the same is pointed out to the faculty concerned and subsequently rectified. After such verifications, the reports are maintained in the office. Principal appraises the management during the board meetings about the performance of the staff.

**6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

Provident Fund for the teaching and non- teaching staff has been implemented from the academic session (2013-14). We are looking forward to introduce Group insurance, Medical facilities/ insurance, Recreation facilities and provisions.

**6.3.6 What are the measures taken by the institute for attracting and retaining eminent faculty?**

Teachers are well paid in comparison to other colleges in Dimapur. Teachers are given recognition for excellence. To attract and retain talented faculty in aided courses, best service condition are provided in the institution. There is ample scope for the teachers to further their academic pursuits and they get full encouragement for research.

## **6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

### **6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

At the beginning of an Academic year, Annual budget is prepared and discussed in the College Management Body Meeting. Plan for the year is approved in the meeting before it is implemented. From time to time, the College Management Board meets and discusses the implementation of the yearly plan. If required, corrective steps are also taken.

### **6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

The accounts are audited regularly by internal and external audits. The internal auditors of the college accounts are constituted by the College Management Board. The internal auditors are entrusted with the task of auditing the whole income and expenditure statements maintained by the college. The internal auditors also verify the stocks and fixed assets of the college and gives reports and suggestions to all the stakeholders. The internal auditors report is discussed in the College Management Board meetings and suggestions if any are given to the college. After which the college account is sent to the Chartered Accountant for external audit.

The last audit was conducted on March 2013.

### **6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The major sources of institutional receipts/funding are:

- (a) Contribution from the members
- (b) Tuition and Admission Fee
- (c) Donation
- (d) Grant-in-aid

Audited income and expenditure statement of academic and administrative activities of the previous four years are as under

UNITY COLLEGE  
RESIDENCY COLONY  
DIMAPUR : NAGALAND

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2010

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	1697964.00	By Fee Collection	
" Magazine Expenses A/c.	67000.00	" Admission Fee	103200.00
" Freshers Social A/c.	69575.00	" Annual Charges	860000.00
" Games & Sports	23030.00	" Tution Fee	1223720.00
" Printing & Stationery	5115.00	" Student Welfare	68800.00
" Examination Fee	107413.00	" Development Fe	103200.00
" Registration Fee	15400.00	" Late Fine	22380.00
" TA & DA	13650.00	" Prospectus	26850.00
" Enrolment Fee	8650.00	" Registration Fee	16500.00
" Momentous	9500.00	" Enrolment Fee	8600.00
" Advertisement A/c.	7770.00	" Rent Canteen	32000.00
" Refreshment & Entertainment A/c	3476.00	" Donation	25000.00
" Electricity A/c.	13946.00	" TC/PC	600.00
" Telephone A/c	12853.00	" Library Card	2200.00
" Staff Welfare A/c.	2500.00	" Magazine Contribution	15500.00
" Postage & Telegram	4521.00	" Last Year Tution Fee	28290.00
" Misc. Expenses	460.00	" Last Year Attendance Fin.	4800.00
" Office Maintainance A/c.	655.00	" Last Year Exam Fee	1400.00
" News & periodical A/c.	1240.00	" Last Year late Fine	640.00
" Student Welfare A/c.	7000.00	" Exam fee (Regular)	229750.00
" Conveyance A/c.	410.00	" Exam fee (Repeater)	43950.00
" Labour Charge	4800.00		2817380.00
" Exam fee ( Regular)	94275.00	" Scholarship A/c. (Grant in Aid Trf to Scholarship A/c.)	379850.00
" Exam fee ( Repeater)	25700.00	" Interest Receive from Bank	28183.00
" Bank Charges	50.00	" Scholarship Receipt (Schedule "A")	1304970.00
" Audit Fee	6000.00		
" Scholarship payments (as per schedule " A)	1408040.00		
" Depreciation	29549.00		
" Excess of Income Over Expenditure	889841.00		
	<u>4530383.00</u>		<u>4530383.00</u>

IN TERMS OF MY REPORT OF EVEN DATE ATTACHED

PLACE : DIMAPUR  
DATE :



*Deepak*  
DEEPAK KUMAR JAIN  
Chartered Accountant

UNITY COLLEGE  
RESIDENCY COLONY  
DIMAPUR : NAGALAND

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2011

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	2152060.00	By <u>Fee Collection</u>	
* Magazine Expenses A/c.	69420.00	" Admission Fee	139200.00
* Fresers Social A/c.	122200.00	" Annual Charges	1160000.00
* Enter. & Refreshment	6255.00	" Tution Fee	2183400.00
* Honorarium A/c	7600.00	" Student Welfare	139800.00
* Printing & Stationery	34030.00	" Development Fe	232000.00
* Office Contingencies A/c	245.00	" Late Fine	26750.00
* U.C.S.U. A/c	17250.00	" U.C.S.U. Fee	17250.00
* Electric Items	17150.00	" Prospectus	50200.00
* Sports Week Exp.	29060.00	" Registration Fee	19400.00
* Casual Leave Encashment A/c	22045.00	" Enrolment Fee	11650.00
* N.U. Examination Fee A/c	171350.00	" Rent	58120.00
* Affiliation, Fe A/c	20000.00	" Donation	33780.00
* Examination Fee	28035.00	" TC/PC	5300.00
* Registration Fee	19400.00		
* Affiliation Inspection Exp	32120.00	" Magazine Contribution	6500.00
* TA & DA	10300.00	" Last Year Tution Fee	24960.00
* Enrollment Fee	11625.00	" Attendance Fine	31600.00
* Advertisement A/c.	24260.00	" Duplicate . I. Card Issued	700.00
* Electricity A/c.	8770.00	" Aids Control Programme Fund	9000.00
* Telephone A/c	13302.00	" Last Year late Fine	740.00
* Staff Welfare A/c.	1200.00	" Exam fee (Regular)	317850.00
* Postage & Telegram	6203.00	" Exam fee (Repeater)	<u>82425.00</u>
* Misc. Expenses	840.00		4550625.00
* Office Maintainance A/c.	3640.00	" Bank Interest	53477.00
* News & periodical A/c.	1015.00		
* Student Welfare A/c.	15170.00	" Scholarship Receipt (Schedule 'A')	1436613.00
* Conveyance A/c.	910.00		
* Labour Charge	1950.00	" Interest Receive on Matured FD	129733.00
* Archetector Fee A/c	25000.00		
* Bank Charges	854.00		
* Audit Fee	10000.00		
* Scholarship Payments (Schedule 'A')	1437263.00		
* Depreciation	40821.00		
* Excess of Income Over Expenditure	1809105.00		
	<u>6170448.00</u>		<u>6170448.00</u>

IN TERMS OF MY REPORT OF EVEN DATE ATTACHED

PLACE : DIMAPUR  
DATE : 12-05-2011



*Deepak*  
DEEPAK KUMAR JAIN  
Chartered Accountant

UNITY COLLEGE  
RESIDENCY COLONY  
DIMAPUR : NAGALAND

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2012

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	3456517.00	By Grant-in-Aid	730000.00
" Examination Expenses	129712.00	" <u>Fee Collection</u>	
" Hostel Expenses	144300.00	" Admission Fee	259500.00
" Enter. & Refreshment	270.00	" Annual Charges	1560000.00
" College Activities	815.00	" Tution Fee	2974500.00
" Printing & Stationery	66090.00	" Student Welfare	208000.00
" College Principal Forum A/C	3500.00	" Development Fe	519000.00
" NOS Exam '11	55900.00	" Late Fine	24100.00
" Sports Week Exp.	32000.00	" Prospectus	69800.00
" Casual Leave Encashment A/c	20256.00	" Registration Fee	22000.00
" Repair & Maintenance	8020.00	" Enrolment Fee	13000.00
" Affiliation Fe A/c	62500.00	" Rent	70300.00
" Examination Remuneration	49800.00	" Donation	250000.00
" Registration Fee	21400.00	" TC/PC	12100.00
" Detrol , Petrol & Oil	1920.00	" N.I.I.T Adm. Fee	25500.00
" TA & DA	31100.00	" Repeater Exam Fee	166425.00
" Enrollment Fee	13025.00	" Security Amount	163000.00
" Advertisement A/c.	29040.00	" Attendance Fine	121400.00
" Electricity A/c.	23198.00	" Regular Exam Fee	352650.00
" Telephone A/c	8651.00	" N.O.S (Exam Centre Fee)	6500.00
" Postage & Telegram	5680.00	" N.O.S Exam '11	<u>55900.00</u>
" AIDS Control Programme	6660.00		6873675.00
" Office Maintainance A/c.	650.00		
" News & periodical A/c.	1435.00	" Magazine Contribution	25000.00
" Student Welfare A/c.	18900.00	" Bank Interest	104786.00
" Conveyance A/c.	1410.00	" Interest on STDR by Bank	4607.00
" Labour Expenses	600.00		
" ANCSU Conference A/c	5840.00		
" Bank Charges	1553.00		
" Misc. Expenses	5000.00		
" Magazine Expenses	90000.00		
" Freshers Social	120130.00		
" Affiliation Insepction Expenses	16000.00		
" Examination Fee(Paid to NU)	211719.00		
" Library Security Refunded	400.00		
" Students Welfare Expenses	5000.00		
" Audit Fees	11000.00		
" Depriciation	232,529.00		
" Surplus during the year	2845548.00		
	<u>7738068.00</u>		<u>7738068.00</u>

IN TERMS OF MY REPORT OF EVEN DATE ATTACHED

PLACE : DIMAPUR

DATE : 24 APR 2012

  
DEEPAK KUMAR JAIN  
Chartered Accountant

.....  
[N.M.Ovung] Partner

.....  
[N. Yanbeni Patton] Partner

.....  
[Zanbeni Yanthan] Partner

.....  
[T. Ovung] Partner

.....  
[Y. Jackson Patton] Partner





UNITY COLLEGE

RESIDENCY COLONY

DIMAPUR : NAGALAND

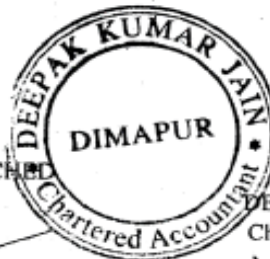
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2013

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	4704733.00	By	
" Examination Expenses	14300.00	" Fee Collection	
" Hostel Expenses	17700.00	" Admission Fee	308750.00
" Enter. & Refreshment	7180.00	" Annual Charges	1848000.00
" College Activities	5180.00	" Tution Fee	3611500.00
" Printing & Stationery	146520.00	" Student Welfare	247000.00
" Staff Welfare A/c.	57100.00	" Development Fee	617500.00
" Mis Expenses	1800.00	" Late Fine	18510.00
" Electric Items	173470.00	" Attendance Fine	62000.00
" Sports Week Exp.	36000.00	" Prospectus	88250.00
" Casual Leave Encashment A/c	44362.00	" Registration Fee	26900.00
" Repair & Maintanance	28550.00	" Enrolment Fee	16225.00
" Affiliation Fe A/c	5000.00	" Duplicate I.card	40.00
" Examination Remuneration	101410.00	" TC/PC	18100.00
" Computer Maintenance	13450.00	" Donation	147000.00
" Registration Fee & Enrollment Exp	48675.00	" N.I.I.T Adm. Fee	112300.00
" Disaal , Petrol & Oil	28055.00	" Repeater Exam Fee	146300.00
" TA & DA	39250.00	" Journal	32800.00
" Advertisement A/c.	53790.00	" Regulatr Exam Fee	548760.00
" Examination fee	385200.00		7849935.00
" Land Revenue & Taxes A/c	3124.00		
" Electricity A/c.	64076.00	" Rent Received	150500.00
" Telephone A/c	7720.00		
" Fees Paid to NIIT	149100.00	" Exam Centre fee	7800.00
" Postage & Telegram	6383.00		
" Office Maintanance A/c.	2270.00	" Magazine Sponsorship	26000.00
" News & periodical A/c.	4295.00		
" Student Welfare A/c.	26836.00	" Bank Interest	131394.00
" Conveyance A/c.	980.00		
" Audit fees	9000.00	" Interest on STDR by Bank	104448.00
" Bank Charges	270.00		
" Advocate Fee A/c	20980.00	" Affiliation fees of B.Ed	55100.00
" Examination fee Refunded	2920.00	(last year booked as college	
" Affiliation Inspection Exp	23200.00	exp now trfd to B.Ed a/c)	
" Honororium A/c	7000.00		
" College Welfare Exp.	1000.00		
" N.A.A.C A/c	14610.00		
" N.I.I.T fee Refunded	2600.00		
" Magazine Exp	111000.00		
" Freshers Social Exp	142151.00		
" Depriciation	223611.50		
" Surplus during the year	1590325.50		
	<u>8325177.00</u>		<u>8325177.00</u>

IN TERMS OF MY REPORT OF EVEN DATE ATTACHED

PLACE : DIMAPUR

DATE : 16-05-2013



DEEPAK KUMAR JAIN  
Chartered Accountant

[N.M. Oving] Partner  
[T. Oving] Partner

[N. Yanbeni Patton] Partner  
[Y. Jackson Patton] Partner

[Zanbeni Yanthan] Partner

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

The college has fixed deposit with State Bank of India Rangapahar Branch Dimapur. College is getting grant in aid from state government and also it is approved by UGC u/s 2(f) and 12 B under UGC Act 1956.

**6.5 INTERNAL QUALITY ASSURANCE SYSTEM**

**6.5.1 Has the Institute established an Internal Quality Assurance Cell (IQAC)? If yes, what is the institutions policy with regard to quality assurance and how has it contributed to institutionalizing the quality assurance processes?**

Yes. The college has an Internal Quality Assurance Cell which is headed by the Principal to organize and put into place the mechanisms developed by the college to ensure quality. The members of the IQAC play a significant role in the decision making process of some of the activities. They also work as facilitators with other staff members and students by providing and disseminating information regarding the criteria identified by NAAC for quality assurance and enhancement to all concerned and mobilizing the efforts of everyone as a part of its quality enhancement mission.

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

In the year 2012 institutionalization of intrinsic quality mechanisms were coordinated under one umbrella that includes the wings of the Internal Quality Assurance Cell (IQAC), the Grievance Redressal Cell, the Mentor Meeting Reports and the system of the Dean who are the supervisory authorities appointed by the Principal. Keeping in mind the Seven Steps To Quality assured by the National Assessment and Accreditation Council that is, quest for excellence, understanding the concept, action-orientation, learner-centric approach, innovation for change, training to build competencies and year-round activity, this institution promotes both faculty and administrative staff towards qualitative progression. The Grievance Redressal Cell redresses every month the student feedback in the form of grievances and suggestions, which the Heads, the Deans and the Principal work upon collectively to implement the decisions of qualitative improvements in both teaching-learning and administration. The Principal carries out surprise checks of class-room teaching and of the administrative records of the office staff. The Mentor invite their students to share their difficulties which they pre-

sent in a written report to the Coordinating Team that works upon it in accordance with the guidance of the Principal. Parent feedback are also elicited by the IQAC.

The IQAC annually obtains feedback from the students about the curriculum content, relevance, learning value in terms of skills, relevance of reading material; evaluation of teaching, feedback on teachers-knowledge base, communication skills, interest generated, ability to integrate course material with broader contemporary issues, accessibility, and satisfaction about evaluation methods. It also undertakes the annual faculty self appraisal which was redesigned and restructured to make it a more meaningful exercise titled Quality and Creativity-A Faculty Self-Appraisal. This comprehensive feedback was processed by the IQAC team in coordination with the Principal and the Grievance Redressal Cell to bring about qualitative improvements in teaching-learning and administration. Qualitative progression is a year-round activity which the Principal also actively undertakes with every teacher on an individual basis.

Some of the mechanisms developed by the IQAC include the creation of various clubs and cells/committees to facilitate the smooth functioning of the college's curricular and co-curricular programmes. (See Criterion V, VI)

In keeping with the best traditions of true democracy feedbacks are invited from all faculty members and the students. The faculty members are free to introduce their innovative ideas to IQAC. They can also highlight their strategies through the 'Self-Appraisal Performa' which is filled by every faculty member. Likewise, feedback from the students is also obtained through Principal's questionnaire and also via the suggestion/grievance box kept at specified places throughout the session.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.**

IQAC conduct regular meetings to review and discuss quality issues related with the implementation of educational objectives. Training on soft skills for office staff is also conducted.



**Impact:**

- (a) Effective Class management
- (b) Motivated students
- (c) Efficient office management and better customer (Students) Management
- (d) Rate of Absenteeism has decreased.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?**

An academic audit is done to see the academic progress of various departments. A committee is formed in this regard. It consists of principal, vice principal, co-ordinator of IQAC and chairman of the College Management Board.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The college makes all efforts to implement the syllabus in the best possible manner. Classes are held with all seriousness as per the declared timetable. As part of the internal quality assurance, measures like maintaining attendance records, conducting class tests and activities are meticulously followed.

The college complies with all the directives of the University with regard to admissions, teaching-learning mechanisms, pedagogy and evaluation.

**6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

Self-appraisal forms, students' feedback forms, students' performance through written examinations are the mechanisms in place to review the teaching learning process. Various committees are constituted to ensure the faculty participation in all academic and co-curricular activities.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The prospectus, the website, academic result and extension activities are the channels for communicating its quality assurance, policies, mechanisms and outcomes to the various internal and external stakeholders.

## **CRITERIA VII**

### **INNOVATIONS AND BEST PRACTICES**

#### **7.1 ENVIRONMENT CONSCIOUSNESS**

##### **7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?**

Since inception, the college has considered Green Audit as an integral exercise to be accounted for in all development plans. The management has made conscious efforts to make the campus eco-friendly.

##### **7.1.2 What are the initiatives taken by the Institute to make the campus eco-friendly?**

###### **Energy conservation**

- Use of energy efficient compact fluorescent lamps(CFLs)
- Switching off fans, lights, air conditioners, computers, printers, electrical & electronic equipments when not in use.
- Taking lunch under the trees to enjoy the green ambience as well as conserve energy.
- Organizing lectures on energy conservation in order to create awareness among students
- Use of one generator of 30 KV capacity instead of small generators which consume more fuel.

###### **Use of renewable energy**

- Our class-rooms and seminar halls are spacious, well-ventilated and well lit.
- Electric lights are rarely switched on during the day. Sunlight is our principal source of lighting.

###### **Water harvesting**

- Rain water harvesting is done effectively. As rain water harvesting is effective, we have not run into serious water shortage even at the peak dry season.
- The effective covering of vegetation has prevented erosion of top soil, keeping the land fertile.

- We have a pond inside the campus which helps in the conservation of ground water.

### **Check Dam Construction**

N/A

### **Efforts of carbon neutrality**

- The cluster of trees in and around the campus provide an effective screen in reducing carbon inflow
- We have a college bus and many students use this facility rather than individual vehicles and thereby carbon emission is minimized.
- Carpooling and encouraging increased use of bicycles are measures to be introduced.

### **Plantation**

- Efforts have been made to plant trees in the campus.
- Bio-fertilizers are used.
- The college has a policy to plant a few saplings before felling a tree.
- Few persons are employed for periodic pruning of trees and plants.
- The students are encouraged to plant saplings in their homes.
- The college observes Earth Day, Ozone Day and environmental day and meaningful exercise like turning off fans and lights for an hour is undertaken.

### **E-waste management**

Unity College does not generate e-waste. Electronic equipments are replaced while still functional and are sold to contribute towards the purchase of new equipments.

### **Any other**

At present, the concept of Reduce-Reuse-Recycle is rigorously practiced. Reuses of one-side printouts, use of paper cups in the canteen, proper waste disposal, avoiding use of plastics are measures taken in this direction.

## 7.2 INNOVATIONS

### 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college conducts constant discussion and brainstorming sessions about innovations for improving its functioning. The innovations in functioning takes into account the four dimensional framework of the ‘the context’, ‘the objectives’, ‘the practices’, and ‘the impact’. This exercise itself is an enriching exercise for the college. An overview of the innovations introduced by the Institute during the last four years are documented in the table below:

S. No	Innovation	Positive Impact
1	Computers were installed in the Computer Laboratory for internet access. Also, an exclusive broadband connection was installed in the college to provide internet access.	Free internet access to students; Increased the number of students visiting the laboratory; More students have become internet savvy.
2	Installation of a 30KV generator	24 hours power backup.
3	Installation of a water cooler with purifier	Clean and safe drinking water
4	Conducting seminars for students, every year, on issues that are relevant with the help of experts from the field. Helped in expanding the knowledge base and sensitivity of students on social issues and helped them in understanding various implications of social issues.	Helped in bringing many eminent persons in contact with the students and faculty;
5.	Installation of CCTV cameras	Secure campus
6.	Publication of College Journal, “Journal of Humanities and Social Sciences”	Opportunity to publish research papers and interact with expert.
7.	Installation of Biometric Attendance Machine	Better management and automated attendance.

### 7.3 BEST PRACTICES

7.3.1 Elaborate on any two best practices as per the annexed format, which have contributed to the achievement of the institutional objectives and/ or contributed to the quality improvement of the core activities of the college.

- Mentor - Mentee
- Co-curricular Activities on Every 4th Saturday
- Publication of Annual Magazine
- Publication of College Journal
- Annual Sports Meet
- Attendance report to the Parents
- Issue of Syllabus in Admission Kit

\*\*\*\*\*

#### (A) BEST PRACTICES

1. **Name of the Best Practice :** Mentor – Mentee Program

2. **Goal:** The objective of the Mentoring System is:

- To achieve the vision of the institution viz., enabling the students to identify and capitalize on their strength to face the challenges in the competitive world, in the process of receiving quality education.
- To establish rapport between teachers and students that will ensure responsible behaviour, and improve discipline.

3. **The Context:** Earlier, the roles and duties of the teachers were limited to class teaching, conducting Examination and monitoring the academic progress of the students. The students need guidance at this crucial stage in their lives and hence the need for teachers to intervene and positively guide the students so that the wider objectives of Education – ‘over-all development ‘– can be realized.

#### **4. The Practice :**

- Mentorship is assigned to each member of Arts and Commerce faculty. Each Mentor is assigned 25 – 30 students for the whole duration of their study in the College.
- Personal details of the mentees, schooling and past Academic performances are made available to the Mentors during the first year. Besides these, the interests and aptitudes of the Mentees are also gathered through the questionnaire method.
- A formal Mentor – Mentee session have been allotted within the framework of regular class routine – once every week for interactive group session. One to one interaction is arranged on the need basis by the Mentor accordingly. Mentors keep in contact with the wards/ parents or vice- versa.
- The Mentor keeps track of their mentees’ attendance, academic performance, participation in curricular/ co-curricular activities, over-all discipline and conduct etc.
- Slow-learners are identified and remedial classes are arranged. Students with capabilities and potentials are identified and special focus is given to them to capitalize on their strength and is also provided additional support system in the form of career guidance.
- The Mentor strives to be a role model and positively encourages the mentees and provides guidance on personal issues. Mentorship has been an Intervention program where students indulging in ‘Risk-behaviour’ are identified and necessary help is provided.
- The grievances of the mentees are entertained by the Mentors and forwarded to the Principal for cases needing action from the higher authority. The newer policies formulated are reflective of the needs and welfare of the students.

#### **5. Evidence of Success:**

- Improvement in the overall performance of the students can be attributed to the Mentoring program.
- Students’ Attendance has remarkably improved.
- Discipline, positive change in attitude and development of civic sense has been noticed.

- Establishment of rapport and development of camaraderie amongst wards and mentors have been perceived in the form of respect for teachers as well as self-respect. It has led to a congenial atmosphere within the college campus.
- Accountability and shared- responsibility between teachers and parents have developed.

\*\*\*\*\*

## **(B) BEST PRACTICES**

1. **Name of the Best Practice :** Co-Curricular Activities
2. **Goal:** Co-curricular activities go beyond the quantum of knowledge prescribed in books. It facilitates the development of various domains of mind and personality such as intellectual development, emotional development, and social development, moral and aesthetic development. The specific goals of conducting Co-Curricular activities are:
  - To provide opportunities for nurturing and exercising creative abilities in students.
  - To provide a platform for showcasing their abilities and potentials, and thereby instil healthy competition amongst the students.
  - To promote and provide learning experiences.
  - To promote interaction for communal harmony.
  - To develop responsibilities and initiate leadership qualities.
3. **The Context:** In our context, generally, Education is understood in terms of Academic performance only while negating the Holistic approach to Education. Creativity or Artistic expression are seldom given due weightage in higher level of education.
 

Seeing the need to create a sense of belonging as students of Unity College, and pave the way for acquiring knowledge and learning as a by product of interested activity, the system of conducting co-curricular activities appeared as an ideal option. An itinerary of activities for the academic session is planned out and implemented under the guidance of the Dean, Students Welfare, and with the active participation of the teachers and students.
4. **The Practice:** Every 3rd Saturday is reserved for conducting co-curricular activities. The itinerary of activities is displayed at the commencement of the session. Students according to

their interest and aptitudes volunteer to participate in different activities. A teacher-in-charge is nominated for each activity based on their calibre-the teacher is given the responsibility to plan out / organize the activity. Funds are allocated for certificates and prizes to encourage active participation.

The details of the activities conducted are provided hereunder:

1. Extempore Competition.
2. Debate Competition.
3. “Rhapsody” - singing Competition.
4. Spelling Bee Competition.
5. Quiz Competition.
6. Drama (Play Act) Competition.
7. Painting/Sketching Competition.
8. Slogan writing Competition.
9. Literary Competition- Essay, Poetry Writing, etc.

In the form of providing entertainment, the purpose of these co curricular activities is to encourage and promote oratorical skills, creative expression, logical presentation of concepts, retention of knowledge, cultivation of problem solving and critical ability, etc .It has been found that Co-curricular activities enhances interaction, leadership, healthy re-creation, self- discipline and self- confidence.

#### **5. Evidence of Success:**

- Development of confidence in the participating students has had a positive impact on their Academic performance as well.
- Improvement in attendance especially on Saturdays.
- Cultivation of a sense of belonging and development of camaraderie amongst students and teachers.
- Interest in other routine Academic pursuits.

**Contact:** Principal,  
Unity College, Dimapur, Nagaland.



# **EVALUATIVE REPORT**

## DEPARTMENT OF COMMERCE

1. **Name of the department** : COMMERCE
2. **Year of Establishment** : 2007
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved:** Business Economics (Economics Dept.)
5. **Annual/ semester/choice based credit system (programme wise):** Annual and Semester
6. **Participation of the department in the courses offered by other departments :** None
7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :**None
8. **Details of courses/programmes discontinued (if any) with reasons :** None
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	05	05

10. **Faculty profile with name, qualification, designation, specialization,(D.Sc./D.Litt./Ph.D./M. Phil. etc.,)**

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Mr. BIJAY K GUPTA	M.Com.	ASST. PROF	Accountancy	06	None
Dr. TABASSUM KHAN	M.B.A, Ph.D	ASST. PROF	Human Resource Management	08	None
Mrs. VANDANA LADHA	M.Com, B.Ed	ASST. PROF	Accountancy	02	None
Mrs. GOPA BURMAN	M.Com	ASST. PROF	Accountancy	01	None
Miss. SARITA AGARWAL	B.Com, NET	ASST. PROF	Finance & Marketing	01	None

11. **List of senior visiting faculty:** None
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** None

13. **Student -Teacher Ratio (programme wise) :** 16:1

Class	General	Honours
1st Semester	76:1	64:1
3rd Semester	58:1	32:1 (Accounting) 13:1 (Management)
3rd Year	28:1	8:1 (Accounting) 5:1 (Management)

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:** Not applicable

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. Ph.D -2 and P.G - 4**

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :** No

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** No

18. **Research Centre /facility recognized by the University :** No

19. **Publications:**

**I. Dr. S. K. Chhabra.**

**Publications / Research articles**

**Referred**

1. Dr. Chhabra, S (2013): Economic Environment of Nagaland: PEZZOTTAITE JOURNALS "International journal of Trade and Global Business Perspectives, Vol 2 No. 1 Jan-March 2013 Jammu Tawi, Jammu & Kashmir -180012
2. Dr. Chhabra, S (2013): Empowering Woman: A Study on Nagaland :Lokayata: Journal of Positive Philosophy (ISSN: 2249-8389), Vol. III, No. 02, September, 2013. Centre for Positive Philosophy and Interdisciplinary Studies (CPPIS) Pehowa (Kurukshetra)-136128
3. Dr. Chhabra, S (2013): Prospects and Challenges of SHG in Nagaland: An Overview; Srinathji Journal of business and Research, Nathdwara : Aug 2013 ISSN 0975-7996.
4. Dr. Chhabra, S (2013): Women Empowerment in Nagaland: An Overview ; Srinathji Journal

- of business and Research, Nathdwara : Jun 2013 ISSN 0975-7996.
5. Dr. Chhabra, S (2013): Role of I.T. in Commerce and Management, Asian Academic Research Associates AARJSH ISSN 2278-859 X Online, AARJMD ISSN: 2319-2801
  6. Dr. Chhabra, S (2013): Challenges and opportunities of Small Scale Industries in Nagaland: An Overview, PEZZOTTAITE JOURNALS “International journal of Trade and Global Business Perspectives, Vol 2 No. 2 Apr-June 2013 Jammu Tawi, Jammu & Kashmir -180012
  7. Dr. Chhabra, S (2013): Entrepreneurship Development of Nagaland: An Overview ‘JOURNAL OF CONTEMPORARY RESEARCH (JCR)’. S.D.JAIN GIRLS COLLEGE; DIMAPUR Vol.1 No.1 ISSN 2320- 9542(2013)
  8. Dr. Chhabra, S (2013): Organised credit of scheduled Commercial Bank in Transportation of Nagaland: Asian Academic Research Associates AARJSH ISSN 2278-859 X Online, AARJMD ISSN: 2319-2801
  9. Dr. Chhabra, S (2013): Handloom And Handicrafts in Nagaland: An Overview : A JOURNAL OF INTERNATIONAL ACADEMIC RESEARCH FOR MULTIDISCIPLINARY (A GLOBAL SOCIETY FOR MULTIDISCIPLINARY RESEARCH) BANGALURU ISSN 2320-5083
  10. Dr. Chhabra, S (2012): A Study on Culture of Nagaland: Southern Economist: Bengaluru: Dec, 15 ISSN 0038-4046 vol 51 No. 16
  11. Dr. Chhabra, S (2012): Credit Management of Scheduled Commercial Banks: An Overview: Southern Economist: Bengaluru: August 15 Vol.51 No.8 ISSN 0038-4046
  12. Dr. Chhabra, S (2010): Role of scheduled Commercial Bank in Social-Economic Development of Nagaland: The Quarterly Journal of Finance by Finance India ISSN 0970-3772: Dec’ 2010 Issue Vol.24 No 4.
  13. Dr. Chhabra, S (2010): Incremental information center of Accrual value added and cost value added Beyond Earning & Operating cash flows: The Case of Iran : The Quarterly Journal of Finance by Finance India ISSN 0970-3772: Dec’ 2010 Issue Vol.24 No.4.

14. Dr. Mathur, J S & Dr.Chhabra, S (2009): Performance of Scheduled Commercial Bank vis-a-vis Social Economic Development of Nagaland: An overview: Southern Economist: Bengaluru: ISSN 0038-4046: Vol. 48 No.1, May 1 (2009)
15. Dr. Chhabra, S (2009): Organised credit of scheduled Commercial Bank in industries of Nagaland: Southern Economist: Bengaluru: ISSN 0038-4046: Vol. 48 No. 16 Dec'15 (2009)

### **Journal With ISSN**

1. Dr. Chhabra, S (2013): Higher Education in Nagaland: A Study, Tetso Interdisciplinary Journal: ISSN 2319-2925 Vol.II' 2013
2. Dr. Chhabra, S (2012): A Study on Tourism Industry in Nagaland: Journal of Humanities and Social Sciences, Unity College; Dimapur Nagaland Jan-Dec'2012 No1 Vol 1 ISSN: 2319-9970
3. Dr. Chhabra, S & Dr.Godara, R L (2009): Organised credit of scheduled Commercial Bank in Agriculture of Nagaland: Journal of Commerce and Information Technology ISSN 0972-9550: University of Rajasthan: Vol. 9 No 1, Jan-June 2009
4. Dr. Chhabra, S (2008): Threats of Non Performing Assets of scheduled Commercial Bank in India: Journal of Commerce and Information Technology ISSN 0972-9550: University of Rajasthan: Vol. 8 No 2, July-Dec 2008
5. Dr. Deka, P K & Dr.Chhabra, S (2007): Performance of Scheduled Commercial Bank and its impact on Economic Development of Nagaland: An overview: Kangleipak Business Review Manipur University Journal published by the Dept. of Commerce: Vol. 5 2007
6. Dr. Chhabra, S & Dr.Deka, P K (2007): Credit Deposit trend of Commercial Bank in North East India: An Overview: Eastern Panorama, North East Magazine: May'2007 issue. RNI No.53820/92 Post Ref. 845/01/2009/2011.

### **Others**

1. Dr. Chhabra, S (2007): N.E Bank Scenario. Low CDR in North East Banks:North East Win-

dow magazine published by Window media: Sep'2007 Vol. 4 Issue 2

2. Dr. Chhabra, S (2002): Why there's no relationship between teacher salaries and students achievements – S.D.Jain Girls College Annual Magazine 'Jyotsna'2002
3. Dr. Chhabra, S (2003): Women Education in Indian - S.D.Jain Girls College Annual Magazine "Jyotsna"2003
4. Dr. Chhabra, S (2009): An article on state of Nagaland: Avantika Magazine: New Delhi

## **II. Dr. Tabassum Khan:**

- Khan, T. (2002). The nine managerial styles of the Enneagram. Book reviewed. Journal of the Indian Academy of Applied Psychology. 28, 1-2, 143.
- Husain, A. & Khan, T. (2002). Role of Spiritual Values of the Personnel in the development of a healthy organization. Prasar, 1, 2, 147-150.
- Maqbool, S. & Khan, T. (2003). A study of job strain among working women. In Husain, A. (Ed.) Stress Behaviour (volume one) New Delhi: Friends Publication. 231- 234.
- Khan, T. & Haque, M.I. (2005). Temping: The changing face of the workplace. Strategic Human Resource Management: Emerging Dimensions and Trends. 362-376.
- Haque, M.I. & Khan, T. (2005). Perception for a Dual Career Couple among Professional Course students. The Indian Journal of Commerce, 58(1), 113-127.
- Haque, M.I. & Khan, T. (2007). Work and Worker Redundancy: Case studies of technology intensive organizations. The Indian Journal of Commerce, 60(1).
- Khan, T. (2012). The Psychological Impact of Technological Change. Unity College Journal of Humanities and Social Sciences 1(1).

## **III. Mr. Bijay Kr. Gupta**

Small Scale Industries : Pillar of Indian Economy in UNITY COLLEGE Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec'2012, ISSN: 2319-9970.

## **IV. Mrs.Vandana Ladha**

Foreign Direct Investment on Retail Sector (AN ANALYSIS) in UNITY COLLEGE Journal

**V. Mrs. Gopa Burman**

GOLD: An Emerging Investment Option in UNITY COLLEGE Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec’2012, ISSN: 2319-9970.

**20. Areas of consultancy and income generated:** No

**21. Faculty as members in a) National committees b) International Committees c) Editorial Boards**

1. Dr. S.K. Chhabra-

(a) Inter Disciplinary Journal of Patkai Christian College

(b) PEZZOTTAITE JOURNALS “International journal of Trade and Global Business Perspectives, Jammu & Kashmir

(c) Unity College Journal of Humanities & Social Sciences

2. Dr. T. Khan – Unity College Journal of Humanities & Social Sciences

3. Mr. B. K. Gupta – Unity College Journal of Humanities & Social Sciences

**22. Student projects:** Not Applicable

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

**23. Awards/ Recognitions received by faculty and students:**

- Mr. B.K Gupta Distinguished Service 2012, Unity College
- Ms. Kritika Jain (B.Com I) secured 2nd Position in debate competition at Zoomax 2012.
- Mr. Md. Hussain and Mr. Karan Sharma of B.Com III secured 3rd Position at Zoomax 2012 Quiz Competition.

**24. List of eminent academicians and scientists/ visitors to the department:** Mr. Ajit Jain C.A.

**25. Seminars/ Conferences/Workshops organized & the source of funding:** No

a) National

b) International

**26. Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
B.Com 3rd Year	50	28	20	08	-
B.Com 3rd Sem	100	58	30	28	-
B.Com 1st Sem	100	76	57	19	-

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.Com 3rd Year	98	2	-
B.Com 3rd Sem	98	2	-
B.Com 1st Sem	95	5	-

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?** Miss Sarita Aggarwal.

29. Student progression: NA

Student Progression	Against % Enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed •Campus selection •Other than campus recruitment	
Entrepreneurship/Self-employment	

**30. Details of Infrastructural facilities**

- a) Library : Yes
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Yes
- d) Laboratories : N.A



- 31. Number of students receiving financial assistance from college, university, government or other agencies** : About 450 students
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts** : A counselling session with the students was conducted on 18th August 2012. Resource person: Mr. Ajit Jain (Chartered Accountant) counselled the students (Commerce) about C.A. Course and interacted with the students regarding their career options.
- 33. Teaching methods adopted to improve student learning** : LECTURE - CUM - DISCUSSION METHOD
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities** :  
N.C.C, Red Ribbon Club
- 35. SWOC analysis of the department and Future plans**
- S** – Well qualified teachers
- W** – Vastness of Syllabus under semester system. It is very difficult to cover the syllabus within specified time.
- O** – There is general awareness about commerce amongst the students. Workshops and seminars attended
- C** –There are too many commerce colleges and it is a challenge to get good students.
- Future Plans** – Commerce department is trying to introduce certificate courses, we are also planning to conduct a National Level seminar, tentatively in the month of September, 2014.

## DEPARTMENTS OF ECONOMICS

1. **Name of the department** : ECONOMICS
2. **Year of Establishment** : 2007
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved** : Business Economics, Commerce Department
5. **Annual/ semester/choice based credit system (programme wise):** Annual and Semester
6. **Participation of the department in the courses offered by other departments:** Business Economics, Commerce Department
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Not Applicable
8. **Details of courses/programmes discontinued (if any) with reasons:** Not Applicable
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	02	02

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. / Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Mr. John Ovung	M.A. B.Ed,	ASST. PROF		03	None
Miss Merenmonga Aier	M. A, B.Ed, NET	ASST. PROF	Agriculture and Finance Economics	01	None

11. **List of senior visiting faculty :** N.A
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :** N.A
13. **Student -Teacher Ratio (programme wise):**

Class	General
BA 1st Semester	38:1
BA 3rd Semester	16:1
BA 3rd Year	23:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

Not Applicable

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. – NET 1 and PG 1**
16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :** Not Applicable
17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** None
18. **Research Centre /facility recognized by the University:** None
19. **Publications:** None
20. **Areas of consultancy and income generated:** Not applicable
21. **Faculty as members in (a) National committees b) International Committees c) Editorial Boards**  
Mr. John Ovung – Unity College Journal of Humanities and Social Sciences
22. **Student projects:** None
  - a) Percentage of students who have done in-house projects including inter departmental/ programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies
23. **Awards/ Recognitions received by faculty and students:** None
24. **List of eminent academicians and scientists/ visitors to the department:** None

25. **Seminars/ Conferences/Workshops organized & the source of funding:** None

a) National

b) International

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
Micro Economic Theory	40	38	35	03	-
Macro Economic Theory	20	16	09	07	-
Indian Economy	25	23	12	11	-

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A 3rd Year	100	-	-
B.A 3rd Sem	100	-	-
B.A 1st Sem	100	-	-

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?** : Not applicable

29. **Student progression** : Not Applicable

Student Progression	Against % Enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed •Campus selection •Other than campus recruitment	
Entrepreneurship/Self-employment	

**30. Details of Infrastructural facilities**

- a) Library : Yes  
b) Internet facilities for Staff & Students : Yes  
c) Class rooms with ICT facility : Yes  
d) Laboratories : Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** None

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** Not Applicable

**33. Teaching methods adopted to improve student learning:** Lecture cum Discussion method

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** N.C.C, Red Ribbon Club

**35. SWOC analysis of the department and Future plans**

**S** = Strong will and determination in carrying out the subject matter.

**W** = Fail to attract maximum number of students opting economics.

**O** = To attend conferences and Seminars

**C** = To Conduct various programmes on subject related matters.

**Future Plans** – Introduction of Economics as an Honours paper.

**Advantages of introducing Major Subject in Economics:**

- Lack of colleges offering honours subject in Economics in the state. Therefore, there is a need to introduce the subject in the college.
- To go for mastery of the subject.
- To produce eminent scholars and academicians with the subject.
- The subject has a wider scope.
- There is an advantage to go for post graduate studies.

## DEPARTMENT OF ENGLISH

1. **Name of the department** : ENGLISH
2. **Year of Establishment** : 2007
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved:** B.Com General English/Alt. English, Commerce Department
5. **Annual/ semester/choice based credit system (programme wise):** Annual and Semester
6. **Participation of the department in the courses offered by other departments:** B.Com General English/Alt. English, Commerce Department
7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :**  
None
8. **Details of courses/programmes discontinued (if any) with reasons:** None
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	06	06

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Mrs. Renthunglo T Shitiri	M.A, B.Ed	ASST. PROF	-	08	None
Miss. Sanchita Dutta	M. A, B.Ed, LLB	ASST. PROF	-	03	None
Miss Narosenla Chang	M. A, B.Ed	ASST. PROF	-	05	None
Mrs. Joyce Enyie	M.A	ASST. PROF	-	12	None
Miss Krelo Vincenza	M.A, NET	ASST. PROF	-	02	None
Miss Imtinaro	M.A, B.Ed	ASST. PROF	-	04	None

11. **List of senior visiting faculty:** Nil
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :** Nil
13. **Student -Teacher Ratio (programme wise)**

<b>Class</b>	<b>General</b>	<b>Honours</b>
1st Semester	74:1	15:1
3rd Semester	50:1	13:1
3rd Year	65:1	6:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:** None
15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:** PG- 6
16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :** None
17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil
18. **Research Centre /facility recognized by the University:** None
19. **Publications:** Nil
20. **Areas of consultancy and income generated:** Nil
21. **Faculty as members in**
  - a) National committees
  - b) International Committees
  - c) Editorial Boards:
    1. Mrs. T. Renthunglo: Unity College Journal of Humanities & Social Sciences
    2. Miss Sanchita Dutta: Unity College Journal of Humanities & Social Sciences
22. **Student projects:** None
  - a) Percentage of students who have done in-house projects including inter departmental/ programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

**23. Awards/ Recognitions received by faculty and students**

- Mrs. T. Renthunglo for distinguished service 2011.
- Ms. Krelo Vincenza (B.A. III) secured 2nd position in All Nagaland College Students' Union (ANCSU) meet 2008 for Extempore.
- Miss. Thekingpila Sangtam (B.A. 1st Year) – Third prize in Essay Competition for the college level on 20th August 2009 in Rajiv Gandhi Akshay Urja Diwas Programme organized by Dimapur District Administration.
- Cadet Tiaakum (1st Position Men's Air Rifle, Inter-Collegiate Meet' 2013).
- Yanzo Kikon an accomplished violinist inducted as a member to the National Youth Orchestra, India; 2012.

**24. List of eminent academicians and scientists/ visitors to the department: None**

25. Seminars/ Conferences/Workshops organized & the source of funding: None

- a) National: A proposal has been submitted to the UGC for approval to organize a national level seminar on Naga writers.

**26. Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
1st Sem Eng (Hons)	31	15	04	13	-
3rd Sem Eng (Hons)	30	13	07	06	-
BA General 1st Semester	300	223	163	60	-
BA General 3rd Semester	250	154	103	51	-

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A 3rd Year	100	-	-
B.A 3rd Sem	100	-	-
B.A 1st Sem	100	-	-



**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

Two students from the first batch have cleared NET - Miss Krelo Vincenza and Mr. Imcha Wabang.

**29. Student progression:** Not applicable

**30. Details of Infrastructural facilities**

a) Library : Yes

For the benefit of the faculty and the students, a well-equipped library, and internet facilities are being provided. Besides the lecture method, students are also motivated to learn by engaging them in classroom activities like discussion, paper presentation, elocution, role play etc.

b) Internet facilities for Staff & Students : Yes

c) Class rooms with ICT facility : Yes

d) Laboratories : Not Applicable

**31. Number of students receiving financial assistance from college, university, government or other agencies:** About 500 students

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** None

**33. Teaching methods adopted to improve student learning**

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities**

1. Red Ribbon Club
2. Visit to Charitable organization
3. Cleanliness Drive

**35. SWOC analysis of the department and Future plans**

The SWOC analysis is listed below:

Strength : Spirit of team work.

Weakness : Difficulty in procuring sufficient literary books for reference.

Opportunities : Participation in seminars and workshops.

Challenges : To develop the students on appreciation for literature studies.

**Future Plans:**

1. To conduct a national level seminar
2. To initiate the establishment of Language Laboratory.

## DEPARTMENT OF EDUCATION

1. **Name of the department** : EDUCATION
2. **Year of Establishment** : 2007
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved** : None
5. **Annual/ semester/choice based credit system (programme wise)**: Annual and Semester
6. **Participation of the department in the courses offered by other departments** : None
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** :  
None
8. **Details of courses/programmes discontinued (if any) with reasons** : None
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	02	02

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Mrs. Durga Malakar	M.A, B.Ed	ASST. PROF	Abnormal Psychology	08	None
Mrs. Mhabeni Humstsoe	M. A, B.Ed, NET	ASST. PROF	Juvenile Delinquency	02	None

11. **List of senior visiting faculty**: None
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**: None

**13. Student -Teacher Ratio (programme wise):**

<b>Class</b>	<b>General</b>	<b>Honours</b>
1st Semester	64:1	-
3rd Semester	68:1	-
3rd Year	72:1	-

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** None

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. :** PG - 2

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :** None

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** none

**18. Research Centre /facility recognized by the University:** None

**19. Publications:** None

**20. Areas of consultancy and income generated:** None

**21. Faculty as members in:**

a) National committees b) International Committees c) Editorial Boards : None

**22. Student projects:** None

a) Percentage of students who have done in-house projects including inter departmental/ programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

**23. Awards/ Recognitions received by faculty and students:** None

**24. List of eminent academicians and scientists/ visitors to the department:** None

**25. Seminars/ Conferences/Workshops organized & the source of funding:** None

a) National

b) International

**26. Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
1st Semester Psychological Basis of Education	200	184	102	82	-
3rd Semester Development of Education in India	140	129	82	57	-
BA General 3rd Year	120	129	70	59	-

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A 3rd Year	100	-	-
B.A 3rd Sem	100	-	-
B.A 1st Sem	100	-	-

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : None**

**29. Student progression: Not Applicable**

Student Progression	Against % Enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed •Campus selection •Other than campus recruitment	
Entrepreneurship/Self-employment	

**30. Details of Infrastructural facilities**

- a) Library : Yes
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Yes
- d) Laboratories : No

**31. Number of students receiving financial assistance from college, university, government or other agencies** – Majority of the students are availing scholarship from State Government.

**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:** Nil

**33. Teaching methods adopted to improve student learning:** Use of projector, seminars etc.

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**  
Visitation to orphanages/ Red Ribbon Club.

**35. SWOC analysis of the department and Future plans**

**S** – Qualified lecturers, Effective teaching

**W** – Student-Teacher ratio is more.

**O** – Publication facility for journals, Library, internet facility.

**C** – To initiate contextual research, case studies and Field Trips, etc.

**Future Plans**

1. Plans to introduce Honours course.

2. Appointment of more faculty.

## DEPARTMENT OF HISTORY

1. **Name of the department** : HISTORY
2. **Year of Establishment** : 2011
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved:** None
5. **Annual/ semester/choice based credit system (programme wise):** Annual and Semester
6. **Participation of the department in the courses offered by other departments:** None
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
None
8. **Details of courses/programmes discontinued (if any) with reasons:** None
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	03	03

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Dr. Adani Ngullie	M.A, Ph.D	ASST. PROF	12	None	
Mrs. Moatemsu Walling	M. A, B.Ed, NET, PGDHE	ASST. PROF	12	None	
Mrs. Thungbeni Humtsoe	M.A	ASST. PROF	7	None	

11. **List of senior visiting faculty** – Mr. R. P. Chauhan
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : Mr. R. P. Chauhan, Asst.Professor 1 Lecture per day

**13. Student -Teacher Ratio (programme wise):**

<b>Class</b>	<b>General</b>	<b>Honours</b>
1st Semester	70:1	19:1
3rd Semester	52:1	7:1
3rd Year	75:1	-

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** None

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. Ph.D – 1, NET – 1 , PG - 2**

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :** None

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** None

**18. Research Centre /facility recognized by the University:** None

**19. Publications:**

**I. Dr.Adani Ngullie**

**Publications/Research articles**

- Dr. Ngullie Adani, Christianity: A Challenge to Naga Cultures and Traditions, in UNITY COLLEGE Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec’2012, ISSN: 2319-9970.
- Dr. Ngullie Adani, Status of Women in Naga Society in Harendra Sinha and Sanjay Sinha (Ed) Women in North East India Status, Empowerment and Development Perspectives, Akansha Publishing House 4649-B/21, Ansari Road Daryagang, New Delhi, 2013.

**Chapter in Books** - Dr.Adani Ngullie, Status of women in Naga Society in Harendra Sinha and Sanjay Sinha (Ed), Women in North East India, Status, Empowerment and Development Perspectives, Akansha Publishing House, Ansari Rod Daryagang, New Delhi,, ISBN 978-8370-354-3.

## II. Mr. S. Moa. Walling

Ahom and Ao Naga Trade Relations from 1228 to 1838 AD: A Historical Perspective in UNITY COLLEGE Journal of Humanities & Social Sciences, Vol –01, No.01, Jan-Dec'2012, ISSN: 2319-9970.

20. **Areas of consultancy and income generated:** None

21. **Faculty as members in**

a) National committee b) International Committee c) Editorial Boards

Mr. Moatemu Walling – Unity College Journal of Humanities and Social Sciences

22. **Student projects:** None

a) Percentage of students who have done in-house projects including inter departmental/ programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

23. **Awards/ Recognitions received by faculty and students:** None

24. **List of eminent academicians and scientists/ visitors to the department:** None

25. **Seminars/ Conferences/Workshops organized & the source of funding:** None

a) National

b) International

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
BA 1st Semester ( Hon.)	20	19	13	6	-
BA 1st Semester ( Gen.)	300	212	149	63	-
BA 3rd Semester ( Hon.)	12	07	2	5	-
BA 3rd Semester ( Gen.)	170	155	104	51	
B.A 3rd (Annual)	170	162	117	45	



**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A 3rd Year	100	-	-
B.A 3rd Sem	100	-	-
B.A 1st Sem	100	-	-

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?** Not applicable

**29. Student progression :** Not Applicable

Student Progression	Against % Enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed •Campus selection •Other than campus recruitment	
Entrepreneurship/Self-employment	

**30. Details of Infrastructural facilities**

- a) Library : Yes  
 b) Internet facilities for Staff & Students : Yes  
 c) Class rooms with ICT facility : Yes  
 d) Laboratories : N/A

**31. Number of students receiving financial assistance from college, university, government or other agencies:** Majority of the students

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

Outside Subject experts from various discipline are invited to give a talk on Career Counselling, Personality development, awareness programmes on social issues, environmental issues etc. Prevailing social/political issues are being discussed and guidance is being imparted to the students.

### **33. Teaching methods adopted to improve student learning**

To improve the students learning various teaching methods like lecturer-cum-discussion method, project method, problem solving method and discussion methods are adopted.

### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities**

To uphold and shouldering the social responsibility, the students take active part in social services like cleaning up the locality, drainages etc. The students also organise various community programmes to visit the Orphanages, destitute homes, rehabilitation centres etc. Further the faculty and students participate in blood donation campaign and donate blood voluntarily.

### **35. SWOC analysis of the department and Future plans:**

#### **Strength -**

1. Experienced and qualified lecturers
2. Co-operation & understanding within the faculty.

#### **Weaknesses -**

1. Most of the relevant and suggested books are not available in the market.

#### **Opportunities –**

1. Accessibility of the students to the Lecturers.
2. Students are motivated and encouraged to present papers and give a practical talk on relevant topics to build their confidence and personality.
3. Opportunities are given to the students to learn and to write research papers and articles.
4. Lecturers are encouraged and given opportunities to take part in the academic enhancement activities and programmes.

#### **Challenges -**

1. Lecturers should involve in academic activities like undertaking research projects, publications of books, paper presentations etc.
2. Opportunity should be given to the students to go for educational field tour

#### **Future Plans -**

1. Disciplinary and National seminars to be organized/conducted.

## DEPARTMENT OF SOCIOLOGY

1. **Name of the department** : SOCIOLOGY
2. **Year of Establishment** : 2011
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved**: None
5. **Annual/ semester/choice based credit system (programme wise)** : Annual/Semester
6. **Participation of the department in the courses offered by other departments**: None
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**  
None
8. **Details of courses/programmes discontinued (if any) with reasons** : None
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	02	02

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Miss Pangerchila	M.A, B.Ed	ASST. PROF		03	None
Miss Cecilia Mhonbeni	M. A, NET	ASST. PROF		03	None
Miss. Abeni	M.A, B.Ed	ASST. PROF		16	None

11. **List of senior visiting faculty**: None
12. **Percentage of lectures delivered and practical classes handled ( programme wise) by temporary faculty** : None

**13. Student -Teacher Ratio (programme wise)**

<b>Class</b>	<b>General</b>	<b>Honours</b>
1st Semester	60:1	12:1
3rd Semester	39:1	11:1
3rd Year	62:1	3:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** None

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:** PG - 3

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :** None

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** None

**18. Research Centre /facility recognized by the University:** None

**19. Publications:** None

**20. Areas of consultancy and income generated:** None

**21. Faculty as members in:** None

a) National committees b) International Committees c) Editorial Boards

**22. Student projects:** None

a) Percentage of students who have done in-house projects including inter departmental/ programme

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies

**23. Awards/ Recognitions received by faculty and students:** None

**24. List of eminent academicians and scientists/ visitors to the department:** None

**25. Seminars/ Conferences/Workshops organized & the source of funding:** None

a) National b) International

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
BA 1st Semester Introduction to Sociology	73	73	44	29	-
BA 1st Semester Social Research Method	20	13	06	07	-
BA 3rd Semester Population & Society	11	11	04	07	-
BA 3rd Semester Sociological Thought	52	52	34	18	
B.A 3rd (Annual)	80	70	43	30	

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A 3rd Year	100	-	-
B.A 3rd Sem	100	-	-
B.A 1st Sem	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? None

29. Student progression: Not Applicable

Student Progression	Against % Enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed •Campus selection •Other than campus recruitment	
Entrepreneurship/Self-employment	

**30. Details of Infrastructural facilities**

- a) Library : Yes
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Yes
- d) Laboratories : N.A

**31. Number of students receiving financial assistance from college, university, government or other agencies:** Majority of the students

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts**

**33. Teaching methods adopted to improve student learning:** LECTURE - CUM - DISCUSSION - METHOD

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** N.C.C, Red Ribbon Club

**35. SWOC analysis of the department and Future plans:**

**S**– Co-ordination and good rapport

**W**– Sociology is becoming a research related paper, priority to be given to case studies and field studies

**O**– To attend and publish research papers - “Research Methodology”

**C**– To attract more students to take up Sociology

**Future Plans:**

1. To organise field work studies.
2. To undertake comparative studies of rural and urban society through departmental exposure.
3. To initiate Exchange programme.

**DEPARTMENT OF POLITICAL SCIENCE**

1. **Name of the department** : POLITICAL SCIENCE
2. **Year of Establishment** : 2007
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved:** Not Applicable
5. **Annual/ semester/choice based credit system (programme wise)** : Annual / Semester
6. **Participation of the department in the courses offered by other departments:** Not Applicable
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Not Applicable
8. **Details of courses/programmes discontinued (if any) with reasons:** Not Applicable
9. **Number of Teaching posts**

	<b>Sanctioned</b>	<b>Filled</b>
Professors		
Associate Professors		
Asst. Professors	04	04

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specilization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D. students guided for the last 4 years</b>
Mrs. R. Emilo	M.A, B.Ed, NET	ASST. PROF		09	None
Mr. Aosungkum Longkumer	M. A, NET	ASST. PROF		05	None
Mr. Lhikwetso Kapfo	M.A, NET	ASST. PROF		05	None
Miss M. Veronica Chishi	M.A, M.Phil, JRF-NET	ASST. PROF		01	None

11. **List of senior visiting faculty:** None

12. **Percentage of lectures delivered and practical classes handled ( programme wise) by temporary faculty :** None

13. **Student -Teacher Ratio (programme wise)**

Class	General	Honours
1st Semester	70:1	37:1
3rd Semester	50:1	15:1
3rd Year	75:1	13:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:** None

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:** NET - 4

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**

Miss M. Veronica Chishi, JRF. NET (2011), Department of Political Science

Title : ‘Development and De-centralization: Nagaland Experience’ Delhi University, Delhi.

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** None

18. **Research Centre /facility recognized by the University:** None

19. **Publications:** None

20. **Areas of consultancy and income generated:** None

21. **Faculty as members in:** None

a) National committees b) International Committees c) Editorial Boards

22. **Student projects:** None

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies

23. **Awards/ Recognitions received by faculty and students:**

Mrs. R. Emilo awarded distinguished service for 2013, Unity College



24. **List of eminent academicians and scientists/ visitors to the department:** None

25. **Seminars/ Conferences/Workshops organized & the source of funding:** None

a) National b) International

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
BA 1st Semester Pol. Science (Hons)	45	41	33	08	-
BA 3rd Semester Pol. Science (Hons)	16	11	08	03	-
B.A 3rd (Annual)	17	12	10	02	

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A 3rd Year	100	-	-
B.A 3rd Sem	100	-	-
B.A 1st Sem	100	-	-

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?** None

29. **Student progression:** Not Applicable

Student Progression	Against % Enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed •Campus selection •Other than campus recruitment	
Entrepreneurship/Self-employment	

**30. Details of Infrastructural facilities**

- |                                       |   |     |
|---------------------------------------|---|-----|
| a) Library                            | : | Yes |
| b) Internet facilities for & Students | : | Yes |
| c) Class rooms with ICT facility      | : | Yes |
| d) Laboratories                       | : | N.A |

**31. Number of students receiving financial assistance from college, university, government or other agencies:** Majority of the students

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** Workshops

**33. Teaching methods adopted to improve student learning:** LECTURE - CUM - DISCUSSION - METHOD

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** N.C.C, Red Ribbon Club

- a. Students actively participate in social services like cleaning the college campus and vicinity of the college.
- b. Students engage in community work by reaching out the needy people like visiting orphanage homes and rehabilitation centres.

**35. SWOC analysis of the department and Future plans:**

**Strength–**

1. Qualified and experienced teachers.
2. Good number of students in the department.
3. Co-operation and understanding.
4. Department produce good result.

**Weaknesses–**

1. Being a Private institute, sometimes there is a crunch Funds for organizing activities
2. Prescribed books not available in the market.

**Opportunity –**

1. Opportunities are available to enhance their professional skills
2. The students are encouraged to present papers on important topics within the syllabus.

**Challenges–**

1. Lecturers are required to undertake various academic activities like writing articles, publishing books, research etc.
2. To co-ordinate/organize exposure, study tours and field trips are needed to be organized more frequently for the students.

**Future Plans:** To organize seminar on the current political situation in Nagaland

## DEPARTMENT OF HINDI

1. **Name of the department** : HINDI
2. **Year of Establishment** : 2007
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : UG
4. **Names of Interdisciplinary courses and the departments/units involved:** Not Applicable
5. **Annual/ semester/choice based credit system (programme wise)** : Annual / Semester
6. **Participation of the department in the courses offered by other departments:** Arts and Commerce
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Not Applicable
8. **Details of courses/programmes discontinued (if any) with reasons:** Not Applicable
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	01	01

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Mr. A.R Dwivedi	M.A	Guest Faculty	Hindi	24	None

11. **List of senior visiting faculty:** As mentioned above
12. **Percentage of lectures delivered and practical classes handled ( programme wise) by temporary faculty** : 4 classes in a week

**13. Student -Teacher Ratio (programme wise)**

<b>Class</b>	<b>General</b>	<b>Honours</b>
B.A/B.Com 3rd Year (Annual)	10:1	-

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:** None

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:** PG - 1

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:** None

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** None

**18. Research Centre /facility recognized by the University:** None

**19. Publications:** None

**20. Areas of consultancy and income generated:** None

**21. Faculty as members in:** None

a) National committees b) International Committees c) Editorial Boards

**22. Student projects:** None

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies

**23. Awards/ Recognitions received by faculty and students:** None

**24. List of eminent academicians and scientists/ visitors to the department:** None

**25. Seminars/ Conferences/Workshops organized & the source of funding:** None

a) National b) International

**26. Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
B.A/B. Com 3rd Year (Annual)	10	10	03	07	-

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A 3rd Year	100	-	-

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? None**

**29. Student progression:** Not Applicable

Student Progression	Against % Enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed •Campus selection •Other than campus recruitment	
Entrepreneurship/Self-employment	

**30. Details of Infrastructural facilities**

- a) Library : Yes
- b) Internet facilities for Staff & Students : Yes
- c) Class rooms with ICT facility : Yes
- d) Laboratories : N.A

- 31. Number of students receiving financial assistance from college, university, government or other agencies:** Majority of the students
- 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** Workshops
- 33. Teaching methods adopted to improve student learning:** LECTURE - CUM - DISCUSSION - METHOD
- 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:** Visitation to orphanages, Red Ribbon Club
- 35. SWOC analysis of the department and Future plans:**
- Strength–**
- Strong will and determination in carrying out the subject matter
- Weaknesses–**
- Fail to attract maximum number of Students opting for Hindi.
- Opportunity –**
- There is demand for Hindi Teachers, publication facility for Journal
- Challenges–**
- Insufficient teachers, lack of Hindi books and study materials in the state.
- Future Plans:**
- To increase the number of students and to start a remedial course in Hindi

**UGC 2(f) & 12 B NOTIFICATION**

Ph. 23236351, 23232701, 23237721  
23234116, 23235733, 23232317  
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)

UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)

F. No. 8-718/2012 (CPP-I/C)



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

May, 2013

The Registrar,  
Nagaland University  
Lumami – 798 627  
Nagaland

7 MAY 2013

**Sub:** - Recognition of College under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter dated 02.03.2013 received from the Principal, Unity College, Residency Colony, Near Dimapur Stadium, P.O. Dimapur – 797 112, Nagaland on the above subject and to say that it is noted that the following college is **aided** and **permanently** affiliated to **Nagaland University**. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head '**Non-Government** College teaching upto **Bachelor's** Degree':-

Name of the College	Year of Establishment	Remarks
Unity College, Residency Colony, Near Dimapur Stadium, P.O. Dimapur – 797 112, Nagaland.	2007	The college is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(P.K. Sharma)  
Under Secretary

Copy to:-

1. The Principal, Unity College, Residency Colony, Near Dimapur Stadium, P.O. Dimapur – 797 112, Nagaland.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi - 110 001.
3. The Principal Secretary (Higher Education), New Sectt. Kohima – 797 001, (Nagaland).
4. The Deputy Secretary, UGC, North-Eastern Regional Office (NERO), 3<sup>rd</sup> Floor, House FED, Rental Block - 5, Beltola - Basistha Road, Dispur, Guwahati - 781 006, (Assam).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. Guard file.

(P.K. Sharma)  
Under Secretary

**PERMANENT AFFILIATION NOTIFICATION**

**NAGALAND UNIVERSITY**  
(A Central University Estd. By the Act of Parliament No.35 of 1989)  
**Headquarters : Lumami - 798627**

No.NU-CDC/C-52-2007- 2801

Dated, 12<sup>th</sup> Sept 2012

To,

The Principal,  
Unity College, Dimapur,  
Nagaland.

**Sub: Permanent Affiliation.**

Sir,

On the recommendations of the Inspection Committee and on fulfillment of the mandatory conditions by the College, the Vice-Chancellor, Nagaland University, is pleased to accord the status of permanent affiliation to Unity College, Dimapur, subject to approval and ratification by the Academic Council and Executive Council in the following Subjects:-

<b>B.A (Gen)</b>	: English, Alt. English, Education, Political Science, Sociology, Economics, History, EVS.
<b>B.A.(Hons.)</b>	: English, Political Science, Sociology, History.
<b>B.Com (Gen)</b>	: English, B. Law, B. Economics, F.A.I.
<b>B.Com (Hons.)</b>	: Accounting and Management.

This is for information and necessary action.

Yours faithfully,

(Prof. P.Lal)

**Incharge****College Development Council****Copy to:-**

1. The Secretary to Vice-Chancellor, NU, Lumami for kind information of VC.
2. The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi-110001.
3. The Deputy Secretary, UGC Northeastern Regional Office, 3<sup>rd</sup> Floor, Basistha Road, Dispur, Guwahati-781006, Assam.
4. The P.S. to the Registrar, NU, Lumami.
5. The Director, Higher Education, Nagaland, Kohima.
6. The Controller of Examinations, NU, Lumami.
7. Office Copy.

**Incharge****College Development Council**



## ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

**Name of the college :** UNITY COLLEGE, Residency Colony, Dimapur Nagaland

**Year of Report :** 2013

**Section A :** **Plan of action chalked out by the IQAC in the beginning of these Year towards quality enhancement.**

- To Organize National Level Seminars for the ensuing Academic Year.
- To initiate summative assessment taking into consideration the aptitudes and interests of the students.
- To upgrade the Library resources.
- To continue with student's feedback/ teachers' feedback mechanism.
- To install CCTV surveillance.

### **Section B: Details in respect of the following.**

#### **1. Activities reflecting the goals and objectives of the college -**

With the Motto 'Strive for Excellence', Unity College was established with the objectives of encouraging and fostering higher quality education, where the students will become not only productive but pro active responsible citizens of tomorrow. The following activities are conducted:-

- A continuous system of evaluation of students' progress such as tests, assignments, seminars, projects, midterm and selection and final university examinations.
- Extra-curricular activities and the extension programs such as health awareness, sanitation, work culture, value education, educational tours, and education on discipline that help to achieve the goals of higher education.
- Classroom teaching with reference to societal situation.
- Literary and art competitions.
- Sports and games.
- Special individual attention given to academically weak students.
- Educational tours organized every year to broaden the knowledge of students.

#### **2. New academic programmes initiated (UG and PG) –**

- Introduction of NIIT certified computer courses.
- Introduction of IGNOU study centre offering Master's courses in English, Pol. Science, Sociology, History and Commerce.
- Proposal for starting M.Com Courses and introduction of Honours courses in Economics and Education under N.U., have been submitted.

#### **3. Innovations in curricular design and transaction –**

- Being affiliated under Nagaland University, it follows the Guidelines laid down by the University.

- 4. Inter-disciplinary programmes started –**
    - B.A. (Pass Course & Honours Courses)
    - B.Com. (Pass Course & Honours Courses)
  
  - 5. Examination reforms implemented –**
    - Under the Semester System, 30 Marks is reserved for Internal Assessment. Emphasis is given to Formative Assessment.
  
  - 6. Candidates qualified: NET/SLET/GATE etc.**
    - a) Dr. Tabassum Khan (Commerce)
    - b) Ms. Sarita (Commerce)
    - c) Ms. Krelo Vincenza (English)
    - d) Mr. S. Moatemsu (History)
    - e) Mrs. R. Emilo (Political Science)
    - f) Mr. Aosungkum (Political Science)
    - g) Ms. Veronica Chishi (Political Science)
    - h) Mrs. Mhabeni Humtsoe (Education)
    - i) Ms. N. Mhonbeni Cecelia Humtsoe (Sociology)
  
  - 7. Initiative towards faculty development programme –**
    - The Head of Department acts as facilitator to enable faculty to attend seminars and other development programme on a rotation basis. Travel allowances and leave with pay is granted to permanent teachers.
  
  - 8. Total number of seminars/workshops conducted**
    - Project proposals have been submitted to UGC for approval – viz for English & Commerce Department
  
  - 9. Research projects a) Ongoing; b) Completed –**
    - None
  
  - 10. Patents generated, if any –**
    - Not Applicable
  
  - 11. New collaborative research programmes –**
    - None
  
  - 12. Research grants received from various agencies –**
    - None
  
  - 13. Details of research scholars –**
    - None
-

- 14. Citation index of faculty members and impact factor –**
- None
- 15. Honors/Awards to the faculty: National and International –**
- None
- 16. Internal resources generated –**
- None
- 17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes –**
- None
- 18. Community services –**
- Students participate in Community Services under the aegis of NSS and Red Ribbon Club established in the college – visiting orphanages, rehabilitation centres, organizing social works, etc.
- 19. Teachers and officers newly recruited –**
- i. Ms. Sarita Agarwal, MBA, NET (Lecturer in Commerce)
  - ii. Ms. Krela Vincenza, M.A., NET (Lecturer in English)
  - iii. Ms. Viswedeno Tapa, M.A. (Asst. Librarian)
  - iv. Mr. Temjenmoa Imsong, B.Com (Accounting), M.Sc (ATHM) (Office Assistant cum Computer Operator)
- 20. Teaching – Non-teaching staff ratio –**
- 11 : 3
- 21. Improvements in the library services –**
- Subscription for INFLIBNET.
- 22. New books/journals subscribed and their value –**
- Rs. 100600
- 23. Courses in which student assessment of teachers is introduced and the action taken on student feedback –**
- Student Assessment of Teachers is conducted for all subject teachers according to the UGC format of Questionnaires. The IQAC, Unity College monitors the feedback mechanism wherein the Principal takes the necessary decisions – interacts with the concerned subject teachers in privacy, addresses the genuine grievances of the students with regard to class teaching, etc.

**24. Feedback from stakeholders –**

- The IQAC, Unity College obtains academic feedback from the teachers in the form of questionnaire; parent's feedbacks are also garnered during parents-teacher meetings.

**25. Unit cost of education –**

- Including the salary component Rs. 9225.82.
- Excluding the salary component Rs. 2780.98

**26. Computerization of administration and the process of admissions and Examination results, issue of certificates –**

- The College Office is fully computerized.
- Students fulfilling the eligibility criteria set down by the University are given admission. However, the college has its own admission criteria:
  - i. Direct Admission to students securing 1st Division in HSSLC.
  - ii. Written/Oral interview for students opting for honours courses.
  - iii. Before admission is being granted, candidates along with their parents/guardians are interviewed.
- Pass certificates are awarded by Nagaland University.

**27. Increase in the infrastructural facilities –**

- Up gradation of students' recreational room with indoor games facilities.
- Allotment of separate cubicles for each Department.
- Installation of water cooler for students' use.
- Furnishing and extension of men's restroom.
- Installation of 30 KVA Kirloskar Silent generator.
- Up gradation of Computer Lab.

**28. Technology up gradation –**

- Installation of surveillance cameras in all the classrooms and college campus.
- Installation of Computers with internet connectivity in all the Departments.
- LCD Projector.

**29. Computer and internet access and training to teachers, non-teaching staff and students –**

- Faculty and students have free access to internet facilities.
- Teaching and non-teaching staff requiring basic computer knowledge are given short-term course.

**30. Financial aid to students –**

- Financial grants from the Government for ST/SC/OBC can be availed. Besides this: -
- Meritorious students are given free admission.
- Economically backward students are given concessions during the time of admissions

**31. Activities and support from the Alumni Association –**

The Alumni Association contributes during the formulation of the policies of the college with reference to the welfare of the students.

**32. Activities and support from the Parent-Teacher Association –**

- Yet to be formed.

**33. Health services –**

- First Aid facilities are provided.
- Health Awareness Programmes are organized – Blood Donation Camp, Anti-Tobacco Campaign, Seminar on Substance Abuse – under the aegis of the Red Ribbon Club of the college.
- Hygienic Cafeteria.

**34. Performance in sports activities –**

- Student athletes are encouraged to participate in inter-college/ inter-state competitions. Some of the outstanding students are:-
  - a. Mr. Tinyek Konyak (played for the state team in Subroto Cup)
  - b. Cadet Tiaakum (1st Position Men's Air Rifle, Inter-Collegiate Meet' 2013)
  - c. Cadet Yile Haikum (1st Position in Woman's Air Pistol, Inter-Collegiate Meet' 2013)

**35. Incentives to outstanding sportspersons –**

- Award and Certificate of Excellence is given during the College Annual Day.

**36. Student achievements and awards –**

- University toppers are given Awards and Certificates of Excellence.

**37. Activities of the Guidance and Counselling unit –**

- Organizing career guidance seminars.

**38. Placement services provided to students –**

- Facilitates the participation of students in job fairs organized by local agencies.

**39. Development programmes for non-teaching staff –**

- Providing free computer course in the college.

**40. Good practices of the institution –**

- Mentor – Mentee Programme.
- Maintenance of students' record (attendance, discipline, participation in co-curricular activities, academic performance) and updating the parents frequently.

**41. Linkages developed with National/ International, academic/research bodies –**

- None

**42. Action Taken Report on the AQAR of the previous year –**

- N/A

**43. Any other relevant information the institution wishes to add. –**

- Co-Curricular & Literary Competitions are held every 1st and 3rd Saturdays.
- The college publishes its' annual magazine "Nurture" and annual journal "Journal on Humanities & Social Sciences". ISSN 2319-9970
- Permanently Affiliated under Nagaland University.
- UGC recognition u/s 2(f) and 12 B.

**Section C: Outcomes achieved by the end of the year (attach separate sheet if required).**

- Project proposal for conducting a national level seminar for English and Commerce Departments has been submitted to UGC for approval.
- Internal assessment is conducted giving weightage to assignments, class activities, tests, participation in co-curricular activities, class attendance.
- The appointment of a Librarian with required qualification has already been sanctioned and approved by the Management.
- Analysis of students' and teachers' feedbacks.

**Section D: Plans of the college for the next year**

- Already in the process of NAAC assessment.
- To recruit more teaching staffs as per UGC norms.
- To organize inter-college activities.
- To organize State/National Level Seminar.
- To introduce more honours courses viz. Economics & Education.
- To introduce more Career-Oriented and add on courses.

Sd/-

(T. RENTHUNGLO)  
Coordinator, IQAC  
Unity College

Sd/-

(DR. S.K.CHHABRA)  
Chairperson, IQAC  
Unity College

**B.A./ B.COM (Pass/Hons) COURSE**

The following tables illustrate the Distribution of the Course/Papers/ Marks

**1. B. A (HONOURS) other than English**

Subject	1 <sup>st</sup> Year		II <sup>nd</sup> Year		III <sup>rd</sup> Year	
	Course	Marks	Course	Marks	Course	Marks
General English	Paper-I	100	Paper-II	100	-	-
MIL/Alt.English	-	-	Paper-I	100	-	-
Env. Studies	-	-	-	-	One Paper	100
Honours	Paper-I	100	Paper-II	100	Paper-III	100
	Paper-IV	100	Paper-V	100	Paper-VII	100
	-	-	Paper-VI	100	Paper-VIII	100
1 <sup>st</sup> Elective	Paper-I	100	Paper-II	100	Paper-III	100
2 <sup>nd</sup> Elective	Paper-I	100	Paper-II	100	Paper-III	100
	Total Marks	500		700		600

Grand Total: 1800 Marks.

**2. B.A (HONOURS) ENGLISH**

Subject	1 <sup>st</sup> Year		II <sup>nd</sup> Year		III <sup>rd</sup> Year	
	Course	Marks	Course	Marks	Course	Marks
General English	-	-	-	-	-	-
MIL/Alt.English	-	-	-	-	-	-
Env. Studies	-	-	-	-	One Paper	100
Honours.	Paper-I	100	Paper-II	100	Paper-III	100
Elective I, II & III are	Paper-IV	100	Paper-V	100	Paper-VII	100
taken as	-	-	Paper-VI	100	Paper-VIII	100
1 <sup>st</sup> Elective	Paper-I	100	Paper-II	100	Paper-III	100
2 <sup>nd</sup> Elective	Paper-I	100	Paper-II	100	Paper-III	100
3 <sup>rd</sup> Elective	Paper-I	100	Paper-II	100	Paper-III	100
		500		600		700

Grand Total: 1800 Marks

### 3. B.A/B.COM (PASS) COURSE ANNUAL

Subject	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Course	Marks	Course	Marks	Course	Marks
General English	Paper-I	100	Paper-II	100	-	-
MIL/Alt.English	-	-	Paper-I	100	Paper-II	100
Env. Studies	-	-	-	-	One Paper	100
Honours	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
1st Elective	Paper-I	100	Paper-II	100	Paper-III	100
2nd Elective	Paper-I	100	Paper-II	100	Paper-III	100
3rd Elective	Paper-I	100	Paper-II	100	Paper-III	100
		400		500		500

**Grand Total: 1400 Marks.**

### 4. B.COM ANNUAL (HONOURS COURSE)

Subject	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Course	Marks	Course	Marks	Course	Marks
General English	Paper-I	100	Paper-II	100	-	-
MIL/Alt.English	-	-	Paper-I	100	-	-
Env. Studies	-	-	-	-	One Paper	100
Honours	Paper-IV	100	Paper-V	100	Paper-VII	100
			Paper-VI	100	Paper-VIII	100
1st Elective	Paper-I	100	Paper-II	100	Paper-III	100
2nd Elective	Paper-I	100	Paper-II	100	Paper-III	100
3rd Elective	Paper-I	100	Paper-II	100	Paper-III	100
	Total Marks	500		700		600

**Grand Total: 1800 Marks.**



### 5. B.A SEMESTER SYSTEM (Pass Course)

Course/Type of Papers/ Credits Assigned	First Year Course/Paper and Credit Value		Second Year Course/Paper and Credit Value		Third Year Course/Paper and Credit Value		Total Credit Value
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
BA Elective Pass Paper/s Course Any Three)	Pol/EI-01 Soc/EI-01 Hist/EI-01 Edu/EI-01 Eco/EI-01 [04 x 03]	Pol/EI-02 Soc/EI-02 Hist/EI-02 Edu/EI-02 Eco/EI-02 [04 x 03]	Pol/EI-03 Soc/EI-03 Hist/EI-03 Edu/EI-03 Eco/EI-03 [04 x 03]	Pol/EI-04 Soc/EI-04 Hist/EI-04 Edu/EI-04 Eco/EI-04 [04 x 03]	Pol/EI-05 Soc/EI-05 Hist/EI-05 Edu/EI-05 Eco/EI-05 [04 x 03]	Pol/EI-06 Soc/EI-06 Hist/EI-06 Edu/EI-06 Eco/EI-06 [04 x 03]	72
Other Course/s	Gen/Eng-01 [03 x 01]	Gen/Eng-02 [03 x 01]	Alt/Eng-01 or MIL-01	Alt.Eng-02 or MIL-02 [03x01]	EVS [03 x 01]	Gan.S/CBCS -01 [03 x 01]	18
Total Credits	15	15	15	15	15	15	72 + 18 = <b>90</b>

### 6. B.A SEMESTER SYSTEM (Honours Course)

Course/Type of Papers/ Credits Assigned	First Year Course/Paper and Credit Value		Second Year Course/Paper and Credit Value		Third Year Course/Paper and Credit Value		Total Credit Value
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
BA Elective Pass Paper/s Course Any Three)	Pol/EI-01 Soc/EI-01 Hist/EI-01 Edu/EI-01 Eco/EI-01 [04 x 03]	Pol/EI-02 Soc/EI-02 Hist/EI-02 Edu/EI-02 Eco/EI-02 [04 x 03]	Pol/EI-03 Soc/EI-03 Hist/EI-03 Edu/EI-03 Eco/EI-03 [04 x 03]	Pol/EI-04 Soc/EI-04 Hist/EI-04 Edu/EI-04 Eco/EI-04 [04 x 03]	Pol/EI-05 Soc/EI-05 Hist/EI-05 Edu/EI-05 Eco/EI-05 [04 x 03]	Pol/EI-06 Soc/EI-06 Hist/EI-06 Edu/EI-06 Eco/EI-06 [04 x 03]	72
Honours	Paper VII	Paper VIII	Paper IX	Paper X	Paper XI & XII	Paper XIII & XIV	30
Other Course/s	Gen/Eng-01 [03 x 01]	Gen/Eng-02 [03 x 01]	Alt/Eng-01 or MIL-01	Alt.Eng-02 or MIL-02 [03x01]	EVS [03 x 01]	Gan.S/CBCS -01 [03 x 01]	18
Total Credit							72+30+18 =120

**B. COM.**  
**SEMESTER – I**

Course Code	Course Title	Marks	
BC - 101	General English-I	100	Pass Course
BC - 102	Principles of Management	100	Pass Course
BC - 103	Indian Banking System	100	Pass Course
BC - 104	Financial Accounting-I	100	Pass Course
BCM/BCAF - 01	Honourst	100	Major/Honours

**SEMESTER – II**

Course Code	Course Title	Marks	
BC - 201	General English-II	100	Pass Course
BC - 202	Business Economics	100	Pass Course
BC - 203	Commercial Law	100	Pass Course
BC - 204	Financial Accounting-II	100	Pass Course
BCM/BCAF - 02	Honours	100	Major/Honours

**SEMESTER – III**

Course Code	Course Title	Marks	
BC - 301	Mil/Alt. English-I	100	Pass Course
BC - 302	Organisational Behaviour	100	Pass Course
BC - 303	Auditing	100	Pass Course
BC - 304	Cost Accounting	100	Pass Course
BCM/BCAF - 03	Honours	100	Major/Honours

## SEMESTER – IV

Course Code	Course Title	Marks	
BC - 401	Mil/Alt. English-II	100	Pass Course
BC - 402	Fundamental of Entrepreneurship	100	Pass Course
BC - 403	Accounting for Managerial Decision	100	Pass Course
BC - 404	Corporate Accounting	100	Pass Course
BCM/BCAF - 04	Honours	100	Major/Honours

## SEMESTER – V

Course Code	Course Title	Marks	
BC - 501	Environmental Studies	100	Pass Course
BC - 502	Business Environment	100	Pass Course
BC - 503	Business Mathematics & Computer Application	100	Pass Course
BC - 504	Company Law	100	Pass Course
BC - 505	Project Planning and Control	100	Major/Honours
BCM/BCAF - 05	Honours	100	Major/Honours

## SEMESTER – VI

Course Code	Course Title	Marks	
BC - 601	Business Communication	100	Pass Course
BC - 602	Public Administration	100	Pass Course
BC - 603	Business Statistics	100	Pass Course
BC - 604	Income Tax Law and Practice	100	Pass Course
BC - 605	Financial Market Operation	100	Major/Honours
BCM/BCAF - 06	Honours	100	Major/Honours

**CBCS, RANGE OF SUBJECT OPTIONS****Proposed list of Choice Based Credit System (C.B.C.S) Subjects to be offered in the Sixth Semester (03 Credits each):**

1. International Relations
2. Disaster management
3. Social Psychology
4. Medical and Aromatic Plants
5. Sound Engineering and Music
6. Cookery/Food Processing and Preservation
7. Fruit Production
8. Fine Arts
9. Fish Culture
10. Floriculture
11. Plantation Scheme-Tea, Coffee, Rubber. Etc.
12. Rural Marketing/Insurance
13. Fashion Technology
14. Mushroom Cultivation
15. English speaking and Phonetics
16. Film Production
17. Bee-Keeping
18. Rural development and marketing
19. Peace studies
20. Gandhian Studies
21. Foreign Languages
22. Entrepreneurship Development
23. Health care/Nursing
24. Personality Development
25. RTI/Human rights
26. Endocrinology
27. Ecology/Environment/Biodiversity
28. Human rights education
29. Child rights and child protection
30. Consumer protection rights
31. Sericulture
32. Naga customs and tradition
33. Sociology of Medicine
34. Natural resource management
35. Culture and mass media
36. Computer Repairs and Management
37. Tourism/Hotel Management
38. Meat Production-Poultry, Piggery and Dairy etc.
39. Forestry
40. Crop Production etc.

**NIIT CURRICULUM**  
**NIIT'S CAREERS@ CAMPUS SOLUTION**

All the programs are mapped to academic calendar of the college as follows:

(COURSE STRUCTURE)

\*COURSE NAME : BUSINESS COMMUNICATION SKILLS. Duration 40 Hours

Topics Covered :

- Types of Communication
- Effective Communication
- Barriers to Communication
- Rectifying Common Errors in Communication
- Listening Skills
- Talking in Different Passages of Time
- Understanding Syllables, Pronunciation
- Sentence Stress
- Intonation and Modulation
- Reading Comprehension
- Effective Written Communication
- Paragraph writing
- Presentation Skills
- Understanding important Punctuation
- Etiquette of Email Writing

\*COURSE NAME: CERTIFICATE PROG. FOR PROFESSIONALS USING MS OFFICE.  
 Duration 40 Hours

Module 1 : Creating and Managing Professional Documents Using Office Word 2007

- Work with various components of the Microsoft Office Word 2007 environment
- Create a document
- Edit documents by locating and modifying text
- Format text and paragraphs
- Add tables to a document
- Add graphic elements to a document
- Proof documents to make them more accurate
- Control a document's page setup and its overall appearance

Module 2: Presenting and Managing Data Effectively Using Excel 2007

- Work with an Excel worksheet by entering and selecting the data in it
- Modify a worksheet
- Perform calculations
- Format a worksheet
- Develop a workbook
- Print workbook contents
- Customize the layout of the Excel application window
- Create charts

### Module 3 : Creating and Managing Presentations Using Office PowerPoint 2007

- Work with PowerPoint environment
- Create a presentation
- Add text and apply themes to a presentation
- Format text on slides
- Add graphical objects to a presentation
- Modify objects on slides
- Add tables to a presentation
- Add charts to a presentation
- Prepare to deliver a presentation

### Module 4 : Communicate and Manage Tasks, Contacts and Appointments Using Office Outlook 2007

- Identify the components of the Outlook environment
- Compose and respond to a message
- Use folders to manage mail
- Schedule appointments
- Schedule meetings
- Create and manage tasks
- Manage contacts and contact information
- Flag and color outlook items

### \*COURSE NAME: CERTIFICATE IN BASIC COMPUTER HARDWARE FUNDAMENTALS.

Duration 40 Hours

- Identify fundamental components and functions of personal computer operating systems
- Identify best practices followed by professional personal computer technicians
- Install and configure computer components
- Install and configure system components
- Maintain and troubleshoot peripheral components
- Troubleshoot system components
- Install and configure operating systems
- Maintain and troubleshoot installations of Microsoft Windows
- Identify network technologies
- Install and manage network connections
- Support laptops and portable computing devices
- Support printers and scanners
- Identify personal computer security concepts
- Support personal computer security

### \*COURSE CONTENT WEB DESIGNING FUNDAMENTALS :

- Basics of the Internet
- Components of a Website
- Planning and Organizing a Website
- Types of Content for a Website
- Creating an Outline for a Website
- Hosting a Website
- The origin and Background of HTML
- The need for URLs

- Enhancing an HTML Page
- Using images color and background in an HTML Page
- Creating Tables and Frames in a Web Page
- Designing Forms
- Creating a Website using FrontPage
- The need for XML
- The background of XHTML
- The differences between HTML and XHTML
- Converting HTML documents to XHTML
- Basics of DTDs
- Designing a Web Page Using XHTML
- Enhancing a Web Page in XHTML
- Dynamic Web Pages
- Using Dynamic HTML
- Hosting a Web Site
- Flash
- Dream Weaver
- Corel Draw

\*COURSE NAME: CERTIFICATE IN FINANCIAL ACCOUNTING SYSTEMS  
FUNDAMENTALS.

Duration 36 Hours

Module 1 : Creating and Managing Professional Documents Using Microsoft Office Word

- Work with various components of the Microsoft Office Word environment
  - Create a document
  - Format text and paragraphs
- Module 2: Presenting and Managing Data Effectively Using Microsoft Office Excel
  - Work with an Excel worksheet by entering and selecting the data in it
  - Modify a worksheet
  - Perform calculations
  - Print workbook contents

Module 2 : Presenting and Managing Data Effectively Using Microsoft Office Excel

- Work with an Excel worksheet by entering and selecting the data in it
- Modify a worksheet
- Perform calculations
- Print workbook contents

Module 3 : Accounting with Tally. ERP 9

- Understand and apply basic principles of accounting
- Understand double-entry system of accounts
- Identify various financial statements
- Classify business organizations, based on their business activities and transactions
- Understand the concepts and challenges associated with accounting on computers
- Understand the basic features associated with Tally
- Identify the key components of Tally
- Understand and apply accounting processes in service organizations
- Record transactions of service organizations
- Understand the process of creating a company
- Record transactions of trading organizations

\*COURSE NAME: CERTIFICATE IN NETWORK ADMINISTRATION.

Duration 40 Hours

- Identify the basic components of network theory. major network communications methods, and network data delivery methods.
- List and describe network media and hardware components.
- Identify the components of a TCP/IP network implementation and the major services deployed on TCP/IP networks.
- Identify the components of a LAN and WAN implementation
- Plan and design a network by using a systematic design methodology
- Identify major issues and technologies in network security and disaster recovery
- Identify the components of a remote network implementation
- Identify major data storage technologies and implementation.
- Identify the primary network operating system.
- Identify major issues, models, tools and techniques in network troubleshooting.

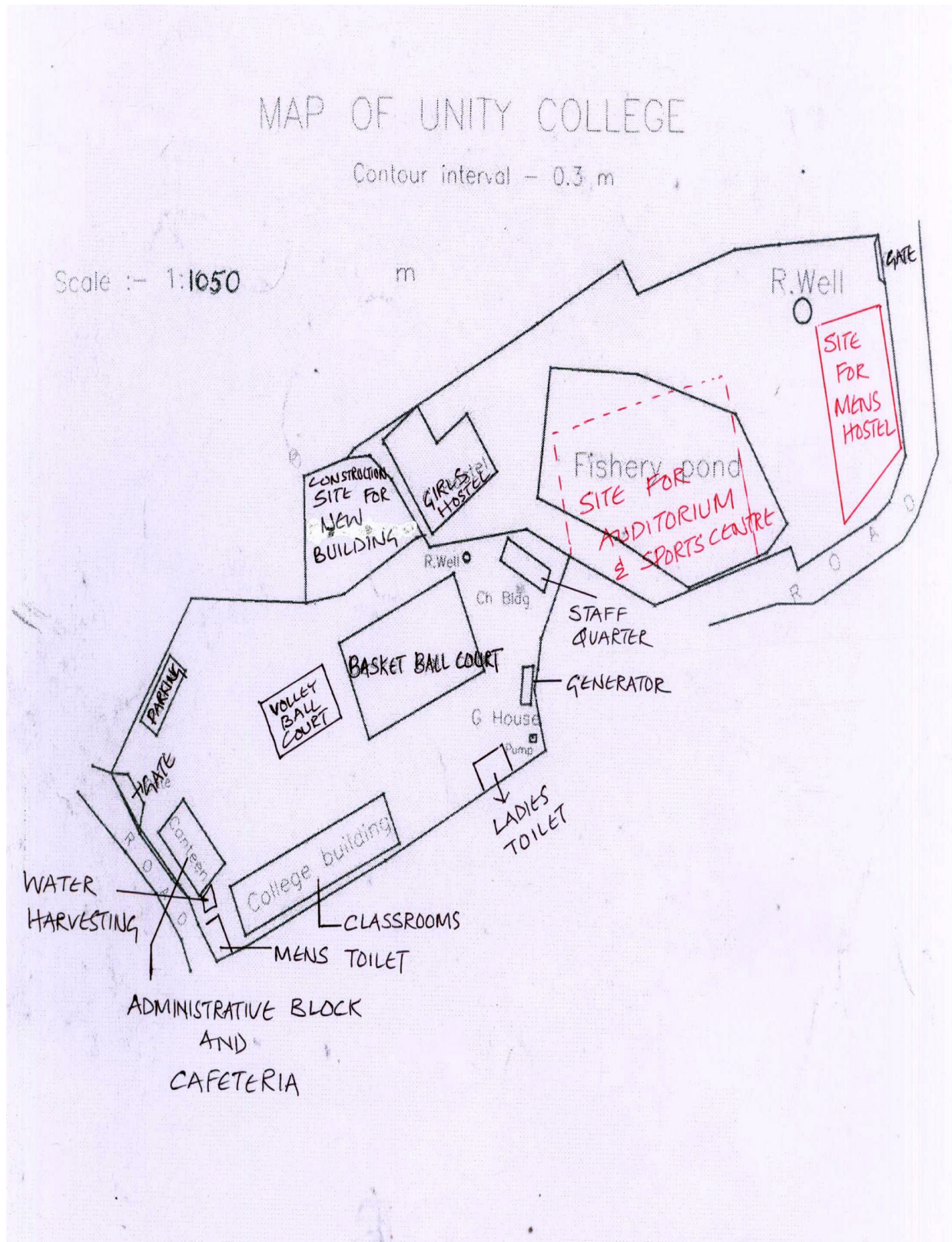
\*COURSE NAME: PERSONALITY DEVELOPMENT FOR EMPLOYABILITY

Duration 40 Hours

- Industry and Career Orientation
  - Industries and occupations
  - Identifying gaps between my current state and my desired occupations
- Résumé Building
  - Build an effective resume
  - Career objectives
  - Aptitude tests for jobs
- Tips and Tricks for aptitude tests
- Group Discussions
  - How to face a group discussion (GD)
  - GD – common mistakes
  - How a group discussion is initiated and summarised
- Job Interviews
  - Getting ready for the interview
  - Stages in the job interview process
  - Interview body language
  - Interview etiquette
  - Handling tricky questions



**MASTER PLAN UNITY COLLEGE**



## SWOC TEST ANALYSIS

### STRENGTHS:

**a. What advantages does your organization have?**

1. Committed and active participation of the College Managing Body.
2. Infrastructure
3. Good organizational culture
4. Location: serene, peaceful environment conducive to studies.
5. Well qualified, dedicated and diversified Faculty with specialization in different areas.
6. Well stocked library with e-resources.
7. Student centered and activity based teaching and learning.

**b. What do you do better than anyone else?**

1. Emphasis on Quality Education
2. Overall development of the personality of students.

**c. What unique or lowest –cost resources can you draw upon that others can't?**

1. Mentor – Mentee program

**d. What do people in the market see as your strengths?**

2. Our focus on quality education.
3. Personalized attention to students
4. Efficient teaching faculty
5. Academic results.

**e. What factors mean that you get the sales?**

1. Response during admission time
2. Demand of seats is more than supply (seat capacity)

**f. What is your organization's Unique Selling Proposition?**

1. Image as quality educators
2. Consistent good results.
3. Mentor- Mentee Program
4. Attendance Records being intimidated to the parents

### WEAKNESSES:

**a. What could you improve?**

1. Faculty Development.
2. Development of research culture amongst teachers and students.

**b. What should you avoid?**

1. Quantity intake of Students.
2. Redundancy.

**c. What are people in your market likely to see as weakness?**

1. Limited space
2. Private college depending on UGC resources and grant in aid.

**d. What factors lose your sales?**

1. Changing academic scenario.

**OPPORTUNITIES:**

**a. What good opportunities can you spot?**

1. More development opportunities after recognition by UGC (2(f) 12(B))
2. Bench marking through NAAC
3. More students taking admission in colleges within the state instead of going outside.

**b. What interesting trends are you aware of?**

1. Use of ICT
2. Government support to entrepreneurs leading to more students taking admission in Commerce.
3. Paradigm shift where education is not just for degree alone but for the employability factor

(Introducing certificate courses can attract a good number of students.)

**THREATS:**

**a. What obstacles do you face?**

1. Financial

**b. What are your competitors doing?**

Most of the Other colleges are being run by Social Organizations.

**c. Are quality standards or specifications for your job, products or services changing?**

Yes.

**d. Is changing technology threatening your position?**

Changing technology is helping us achieve our mission to be one of the academically reputed colleges in Nagaland

**e. Do you have bad debt or cash – flow problems?**

No

**f. Could any of your weaknesses seriously threaten your business?**

As of now, not yet.

# *Photo Gallery*



## TEACHING & NON-TEACHING STAFF







**BA 1ST SEM  
SECTION A**



**BA 1ST SEM  
SECTION B**



**BA 1ST SEM  
SECTION C**





BA 3RD SEM  
SECTION A



BA 3RD SEM  
SECTION B



BA 3RD SEM  
SECTION C





B.Com 1st Sem



B.Com 3rd Sem





B.Com 3rd Year



B.A. 3rd Year



# ANNUAL SPORTS MEET - 2013





# FRESHERS' SOCIAL CUM ANNUAL DAY - 2012





# FRESHERS' SOCIAL CUM ANNUAL DAY - 2013





# SEMINAR, WORKSHOP & CONFERENCE - 2012-13





# NAAC ORIENTATION PROGRAMME





# CO-CURRICULAR ACTIVITIES





# FACILITIES





## N.C.C. (SR. GIRLS WING)





# SOCIAL SERVICE





# RED RIBBON CLUB









# UNITY COLLEGE STUDENTS' UNION



## HIGHER EDUCATION MINISTER RELEASES COLLEGE ANTHEM

