



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		STATE COLLEGE OF TEACHER EDUCATION, KOHIMA, NAGALAND
Name of the head of the Institution		Shri Hekishe Sema
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03702260290
Mobile no.		9856071221
Registered Email		sandipncte@yahoo.in
Alternate Email		iqacscte@gmail.com
Address		State College of Teacher Education Near SCERT-Kohima, High School Road
City/Town		Kohima
State/UT		Nagaland
Pincode		797001

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Sandip Ratna			
Phone no/Alternate Phone no.		03702260290			
Mobile no.		9856950447			
Registered Email		sctekohima@gmail.com			
Alternate Email		iqacscte@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://sctek.online/igac/">https://sctek.online/igac/</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="https://sctek.online/academic-calendar/">https://sctek.online/academic-calendar/</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.52	2011	16-Sep-2011	15-Sep-2016
<b>6. Date of Establishment of IQAC</b>			05-Nov-2007		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Framing Reflective Journal on Internship.	04-Feb-2018 3		98		

Workshop evaluation form for students-1.	05-Mar-2018 5	50
Workshop evaluation form for students-2.	15-Mar-2018 6	50
Guidelines for Student-Teacher Internship.	04-Feb-2018 5	50
Scrutinizing, Recording and forwarding of API for faculty placement.	03-Apr-2018 5	2
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Framing Reflective Journal on Internship.

Workshop evaluation form for students1.

Workshop evaluation form for students2.

Guidelines for StudentTeacher Internship Observation.

Scrutinizing, Recording and forwarding of API for faculty placement.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To frame Reflective Journal on Internship.	Framed and ellaborated to Student teachers
Development of Workshop evaluation form for students1.	Developed, evaluated and feedback suggested are discussed among faculty
Development of Workshop evaluation form for students2.	Developed, evaluated and feedback suggested are discussed among faculty
Frame guidelines for Student Teacher Internship observation .	Held discussion with school coordinators and oriented them
To Scrutinise, Record and forward API for faculty placement.	Scrutinised, Recorded and Forwarded to Department

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

05-Mar-2018

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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

The curriculum for both B.Ed and M.Ed courses are strictly in compliance with NCTE 2014 regulations. As prepared by Nagaland University. Senior members of the college are also engaged in collaborating with Nagaland University during SPS( School of Professional studies) meeting, which decides on the blueprint

for curriculum planning and implementation in the state of Nagaland. The college also takes pride in conducting National and State seminar on topic of importance in the curriculum. The college is a hub for innovation and courageous experimentation when it comes to developing education delivery system, as extensive study is carried out on the challenges and opportunities of education system of the state before any plan is finalized. The college also works in close collaboration with SCERT, and is a giant contributor and enabler with the activities of the department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

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

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teacher Education	52
MEd	Teacher Education	22
<a href="#">View File</a>		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

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

#### Feedback Obtained

The college collect feedbacks from different components of the college workforce like Teachers, students, alumni, parents and office staff by using Google forms which is administered , collected and analysed by the IQAC cell SCTE. In addition, the entry behaviour test are annually administered to each new batch of students which allow the college to wholistically deal with the demand and interest of each learner. Feedback from the faculty is a continuous exercise wherein they can report directly to the college IQAC cell or any of the faculty meeting regarding any issue of importance in the college. The office staff also strengthen the college functioning by adapting and improving themselves with any work the college is tasked with. The college have a strong and fruitful connection with the alumni as we have established alumni association which draws its executive member from every district. SCTE alumni has an active facebook, Instagram and WhatsApp account wherein information are shared. The college actively support the sharing of opinion and suggestions from the parents of the students. A grievances and suggestion box is also maintained in the college which allows any

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	100	350	100
MEd	Teacher Education	50	50	20

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	100	20	12	5	2

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
19	1	3	5	0	4

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

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
<b>No Data Entered/Not Applicable !!!</b>		

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	19	0	6	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	B. Ed.	Semester-IV	03/07/2017	07/09/2017
MEd	M.Ed.	Semester-IV	04/07/2017	04/09/2017
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

30 of the marks in each paper is assessed internally. Assessment of each student in each paper is done by the respective teacher-educators throughout the year ( continuous, comprehensive) taking into account, the students' performance in assignments, project works (where relevant) and group activities, tests, classroom participation and initiative and attendance (format with weightages developed) At the end of the session, an internal exam is conducted and 40 of the total marks for internal assessment is assigned to the student-teachers marks in this exam.

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

Before the close of the session, the Principal called for a faculty meeting to decide on the calendar of activities to be carried out in the next semester. The semester end exam is conducted by Nagaland University, and the schedule is also brought out accordingly by the university. However, in bringing out the academic calendar, tentative dates for different activities were reflected keeping in view the semester end exam. The faculty strictly adhered to it while

organising different activities workshops and seminars (Evaluation, Lesson Plan, Low cost No cost teaching aids, Chart - Making, Micro-Skills, etc.), class-test, paper presentation, Celebration of important days (Alumni Day, World Literary Day, Women's Day, World HIVAIDS Day, Girl Child Day, Earth Day, Environment Day etc.) Co-Curricular activities (Club Activities, Sports Week, Cultural Day etc.), Block Teaching, Observation of different phases of Internship for the Student-Teachers.

## 2.6 – Student Performance and Learning Outcomes

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

<https://sctek.online>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BEd	BEd	Teacher Education	85	77	90
MEd	MEd	Teacher Education	25	18	72

[View File](#)

## 2.7 – Student Satisfaction Survey

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

**No Data Entered/Not Applicable !!!**

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
------------	------	--------------	-------------	------------------	---------



Center			Start-up	up	Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

### 3.3 – Research Publications and Awards

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

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Teacher Education	7	Nil
<a href="#">View File</a>			

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	10	Nil	Nil
Resource persons	Nil	Nil	1	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
<b>Training of Teachers on Adolescence Education Programme (AEP)</b>	<b>National AIDS Control Organisation</b>	<b>Talk, Group Disscussion</b>	<b>16</b>	<b>46</b>
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>Practice Teaching</b>	<b>Internship</b>	<b>View in the attached file, as more than 10 rows</b>	<b>03/04/2018</b>	<b>31/05/2018</b>	<b>48</b>
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
<b>No Data Entered/Not Applicable !!!</b>	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nill	Nill	Nill	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9341	1859592	62	49696	9403	1909288
Reference Books	370	150596	Nill	Nill	370	150596
Journals	1	1500	Nill	Nill	1	1500
Others(s pecify)	2	3600	Nill	Nill	2	3600
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			

No file uploaded.

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	51	23	2	0	0	7	15	1	6
Added	0	0	0	0	0	0	0	0	0
Total	51	23	2	0	0	7	15	1	6

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

1 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
telegram	<a href="https://docs.google.com/document/d/100-rkxOsF2_MLLKBaOA3KZkwTeoLolXxZMOYIv_rrDo/edit?usp=sharing">https://docs.google.com/document/d/100-rkxOsF2_MLLKBaOA3KZkwTeoLolXxZMOYIv_rrDo/edit?usp=sharing</a>
telegram	<a href="https://docs.google.com/document/d/16ZjWwHrAdjjn4qYRHb8DFRoAZcP00zJsiEy9k87xLZg/edit?usp=share_link">https://docs.google.com/document/d/16ZjWwHrAdjjn4qYRHb8DFRoAZcP00zJsiEy9k87xLZg/edit?usp=share_link</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
<b>No Data Entered/Not Applicable !!!</b>			

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

- The College has established systems and procedures to maintain and utilize physical, academic and support facilities.
- Through faculty meetings different committees are formed to ensure smooth functioning of the college. Important decisions are discussed and approved during Committee / faculty meetings.
- The non-teaching staff looks after the distribution of the administrative work and supports the students and staff through a well-designed mechanism in the college office.
- The housekeeping is maintained by the non-teaching staff assigned for it.
- The College has a night watchman/ chowkidar employed, to maintain security and safety. The college IQAC maintains the college website, developing mechanism for feedback, analysis and discussing with the faculty to ensure quality.
- At the beginning of every academic session, proper availability of the class needs is taken care of by the non-teaching staff under the supervision of the vice-Principal.
- The Librarian assists the students to access the computer and search for required books.
- The College

has a computer Lab with internet facility to access and the faculty in charge maintains it with the help of non-teaching staff.

<https://sctek.online/igac/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga in M.Ed-106 Course	05/07/2017	18	Full Circle Centre, Kohima
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

### 5.2 – Student Progression

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

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	4	B.Ed	Teacher Education	State College of Teacher Education -Kohima (SCTE_K)/ Nagaland University	M.Ed/ Ph.D
2018	1	B.Ed	Teacher Education	St. Joseph University, Dimapur	M.Phil/
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
All Nagaland Secondary Teacher education Institutions Sports Meet	State Level	185
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student body consists of 7 members headed by a General Secretary who is usually selected/elected from B. Ed 3rd Semester or M.Ed 3 rd Semester. The main purpose of constituting a student body is for the smooth conduct and transaction of various events under State College of Teacher Education, Kohima. The main purpose of constituting a student body is for the smooth conduct and transaction of various events under State College of Teacher Education, Kohima. The student body, under no circumstances, are allowed to over exercise his/her portfolio without consulting the concerned faculty without bringing the matter to the knowledge of the Principal/vice principal/students in-charges. The portfolio of the executive members of the student body is as followed- 1.

General Secretary 2. Assistant General Secretary 3. Sports Secretary 4. Assistant Sports Secretary 5. Literary Secretary 6. Assistant Literary Secretary 7. Information and publicity Secretary Some of the activities that they are involved in are College Sports events which maybe inter collegiate or within the college itself, this is usually taken care by the Sports Secretary and Assistant Sports Secretary. The Literary Secretary and Assistant Literary Secretary works alongside the Magazine committee in bringing out the annual College Magazine which is titled Edmax. The Information and Publicity Secretary disseminates information about various events to local newspapers. Sports secretary keeps a track of all the college sports equipment. The portfolio of the executive members of the student body is as followed- 1. General Secretary 2. Assistant General Secretary 3. Sports Secretary 4. Assistant Sports Secretary 5. Literary Secretary 6. Assistant Literary Secretary 7. Information and publicity Secretary The All Nagaland Secondary Teachers Education Institutions Sports Meet 2017 was held on 12th and 13th Oct at IG Stadium Meriema wherein participants came from different teacher education institutes across the state. The Student body along with the Faculty members of the college coordinated the sports meet and corresponded with all the colleges concerned. They also participated, took care of volunteering and setting up of the playing areas.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

76

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

12900

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

The Principal is assisted in administrative matters by a team of assistants under the H.A. and responsibilities are assigned as per competency and rational distribution of work. The senior faculty are, also, delegated with certain administrative responsibilities whenever need arises. Structure and functioning: 1. Principal - Administration. 2. Vice-Principal/HOD - Academic Head. 3. H.A - Maintenance of files, correspondence, recording of Information received and Supervision of supporting staff. 4. UDAs - Student admission, examination, dispatching letters. 5. LDA/Computer Assistant - Receipt and dispatch store maintenance, Management of ICT. 6. Cashier - Preparation and distribution of salary. 7. Projector Operator - Handling of video still cameras, PA system etc. 8. Laboratory Assistant Demonstrator - Assisting Teacher Educators in science, computer and Language Laboratories. 9. Librarian - Library Management.

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

No

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	: The Principal as the institutional head and vice principal as the academic head coordinates with the University on matters pertaining to the curriculum
Teaching and Learning	Use of team teaching whenever feasible, especially during the transaction of most of the core areas viz. micro-teaching session, Evaluation, Lesson planning, Introduction to core aspects of community work, certain Methods areas etc.
Examination and Evaluation	External examination in the theory papers is conducted by the University for 70 per cent and internal examination for 30 per cent is conducted by respective teacher-educators throughout the year in the form of assignments, project work, group activities, test, seminars, workshops etc. A sound feedback system both for teachers and students are maintained. The institution develop and use of feedback Performa during demonstration by teacher educators, use record books and assessment sheets during skill development, send students for counselling who showed a low score in readiness to learn, maintain self appraisal chart on college activities.
Research and Development	The College motivates and encourages faculty to do research related activities. The College also encourages faculty to undergo different courses and training programmes to enhance their profession.
Library, ICT and Physical Infrastructure / Instrumentation	The library has computer with internet connectivity and required e-resource which can be accessed from INFLIBNET and other sources. Faculty and students are encouraged to use LCD Projectors, Social networking apps like WhatsApp, telegram, emails, internet, etc. for dissemination of information and dissemination of teaching-learning resources. Construction of multipurpose hall and installation of yoga, gym facilities and "Evolve Fitness" studio.
Human Resource Management	: The requirement of faculty in



subject areas, professional development and current trends in teacher education are taken in account. For non-teaching staff any related skill and training programs are considered as per the need arises.

Industry Interaction / Collaboration

Nil

Admission of Students

: A written test is conducted under different Pedagogy, General Knowledge and Language Competency. The shortlisted candidates in written test are called for oral test. Those candidates who qualifies gets admission on merit basis.

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

E-governance area

Details

No Data Entered/Not Applicable !!!

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
43rd UGC- Sponsored Orientation Programme	1	19/02/2018	18/03/2018	28
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
<b>No Data Entered/Not Applicable !!!</b>			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Medical reimbursement facilities are available from the government. Casual leave of 12 days, restricted leave of 3 days per year, as per government rules, are available. Earned leave, medical leave, study leave and maternity leave (female faculty) can be availed as and when required.</p>	<p>The College provides interest free loans which are reimbursed in monthly instalments. Medical reimbursement facility is available from the government. Earned leave, medical leave and maternity leave (female faculty) can be availed as and when required.</p>	No

**6.4 – Financial Management and Resource Mobilization**

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

<p>Internal audit is done every year by an internal audit committee. External audit is done by the Accountant Generals Office once in three years.</p>
--

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

6.4.3 – Total corpus fund generated

<b>No Data Entered/Not Applicable !!!</b>
---

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Higher Education	Yes	Vice-Principal and IQAC
Administrative	Yes	Higher Education	Yes	- Principal and IQAC

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

<b>No Data Entered/Not Applicable !!!</b>
---

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

<p>1. Training on Accounts and Budgeting. 2. Office Procedures and Accounts. 3.</p>
---

**Training on National Pension System.**

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

1. The faculty, staff and student - teachers of the institution are constantly reminded of the Vision and Mission of the college. Keeping the Vision and Mission in mind the college worked towards it under certain themes such as Punctuality (2012-2013) and I Love My College (2016-2017). 2. Research studies are taken up in the areas of social concerns. 3. Initiatives for the professional development of faculty are taken up. 4. Move for creation of faculty positions is taken up according to new regulations stipulated by NCTE. 5. Redeployment of staff as per line of expertise.

**6.5.5 – Internal Quality Assurance System Details**

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

**6.5.6 – Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Framing Reflective Journal on Internship.	04/02/2018	04/02/2018	04/02/2018	98
2018	Workshop evaluation form for students-1.	05/03/2018	05/03/2018	05/03/2018	50
2018	Workshop evaluation form for students-2.	15/03/2018	15/03/2018	15/03/2018	50
2018	Guidelines for Student-Teacher Internship	04/02/2018	04/02/2018	04/02/2018	50
2018	Scrutinizing, Recording and forwarding of API for faculty placement.	03/04/2018	03/04/2018	03/04/2018	2

[View File](#)

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the	Period from	Period To	Number of Participants
--------------	-------------	-----------	------------------------

programme				
			Female	Male
International womens day programme	08/03/2018	08/03/2018	59	30

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

Percentage of power requirement of the University met by the renewable energy sources
Continuous conduct of swatch Bharat activities . Alternate energy sources are available in the form of Office backup batteries and Diesel engines.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	Nil	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Rules Regulations/code of conduct	02/03/2014	Keeping in view the aims and aspirations of state college of Teacher Education, Kohima certain rules and regulations have been framed to be followed by the student-teachers. These rules have been formulated not to bind the student-

teachers within the premises but to make them understand the value and standard of discipline, which when followed meticulously, help them to emerge into more determined, matured and knowledgeable individuals. A full hearted support from our student-teachers is thus solicited.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

1. For maintenance of eco-friendly campus, the institution continues with the same activities which were being followed in the previous years. College partially uses paperless office and maintains it.
2. Maintain trees and plants around the campus
3. Trees were planted on the world environment day.
4. Cleanliness drive was conducted
5. Waste is segregated properly in the form of Biodegradable waste and Non-biodegradable waste and disposed off carefully by utilising the community sanitation services

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 1 TITLE OF THE PRACTICE Micro Skills and Teaching Strategies  
 OBJECTIVES OF THE PRACTICE Scaled down micro-teaching has been used as a technique for modification of teacher behaviour for more than five decades. Student-teachers are conditioned to behave in a certain acceptable manner which is suited to the behaviourists approach. However, with shift in the paradigm from the behaviourist to constructivist approach to teaching-learning, student-teachers are required to master another set of new skills more suitable to constructivist Techniques and Strategies. While it is important that a teacher exhibits behaviours that are conducive to the teaching learning process, it is equally imperative that he/she possesses the skills and abilities to facilitate learning in a constructivist environment. Therefore, the objectives formulated for the practice were to -

- Make the student-teachers understand that the classroom should be learner centered
- Build the confidence of the student-teachers to use the different strategies required in a constructivist environment
- Let the student-teachers acquire the different skills required to facilitate student learning
- Capacitate the student-teachers in coping with the situational changes of the classroom environment
- Focus the understanding of the student-teachers on the fact that the teachers behaviour and his/her skills determine learning outcomes

THE CONTEXT Various Commissions and Committees have emphasised the essentiality of student involvement in the teaching-learning process. The NCF 2005 in its document, under Teaching for Construction of Knowledge (2.4.1) states that in the constructivist

perspective, learning is a process of the construction of knowledge. Learners actively construct their own knowledge by connecting new ideas to existing ideas on the basis of materials/activities presented to them (experience). If knowledge is constructed by the child and teaching should aim at enhancing the child's natural desire and strategies to learn, then surely, attempt is to be made in changing the way teachers are prepared in facilitating learning? Teachers need to move away from taking the center stage and allow students to experiment and explore the world around them and make sense of it all. Doing this would mean developing a new set of skills. Skills, which would help the teacher effectively aid or facilitate students in their construction of knowledge. Skills, which would require to smoothly adopt the techniques and strategies in a student controlled classroom. Therefore, micro teaching strategies would have had to be planned from the perspective of the various strategies which will be used by the teacher and the engagement of the class in activities. Where traditionally the micro-teaching focussed on the act of the teacher, now it should focus on the organizing and facilitating skills of the teacher. THE PRACTICE Micro-teaching has always been an important and essential teacher preparation programme. It focuses on the skills that the teacher needs to possess in order to make his teaching effective, as well as manage the classroom. Micro-teaching sessions have for a long time focussed on the core skills like Introducing a Lesson, Stimulus Variation, Re-reinforcement, Use of Blackboard, Probing Questioning and Illustrating with Examples. These skills are practiced in a controlled situation and focuses on the behaviour of the teacher. This traditional scaled down teaching encounter which lays the foundation for real time classroom teaching has been adopted in the new practice. Since the benefits of micro teaching process for the preparation of teachers cannot be underestimated, discarding it completely was deemed unnecessary and unwise. Therefore, while retaining the elements of the skills a few changes are made in terms of: i. Time - 10 -12 minutes to facilitate group learning (traditional 5 - 8 mins) ii) Participants in a micro group - 12-15 members (traditional 5 - 6 members) iii) Strategy / Technique - Whereas, in a micro teaching programme where a skill is first introduced by a talk on a particular skill and followed by demonstration, now in keeping with the constructivist approach, the introduction of each strategy (and skill) is done with a demonstration/ modelling class by the teacher educator. This would be followed by feedback and discussion (in groups) on observations made by the students on the demonstration. The components of the strategy (and skill) is introduced after the discussion followed by lesson planning. The status quo of the traditional micro teaching cycle (plan, teach, feedback, re-plan, re-teach and re-feedback) is maintained to strengthen the ability of the student teachers in using the techniques/ strategies. Note: 1. Facilitators are requested to follow the pattern: Demonstration ?Discussion?Explanation of the respective skill/strategy Components. 2. Students will be divided into four groups of 14 to 15 members. 3. In the practice session, every member has to deliver a demonstration of 10 minutes (max.) of the previous day's observed skill/strategy. 4. Multipurpose Hall, ICT Room, Curriculum Lab B.Ed 4th Sem. Class room will be engaged for Practice session. 5. For Afternoon Sessions Hall-1 will be engaged. 6. Supervisors need to provide feedback to every demonstrator followed by peer members. 7. Superiors duty chart Students' group division for Morning Practice sessions will be intimated in time. EVIDENCE OF SUCCESS The practice of combining the traditional micro skills with the constructivist strategies has benefited the student-teachers in multiple ways. They are able to transfer the skills of these skills and strategies into the real classrooms where the teacher is expected to adopt the constructivist teaching-learning strategies. The students are more actively involved in the learning process unlike the traditional teaching practices. The use of ICT as a tool for facilitating learning has increased during the internship programme. Classrooms, where the student-teachers are assigned during the internship



(practice teaching), are transformed into a joyful, interactive and student controlled environment. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED • Seating arrangement in the classrooms is not conducive for practice of the micro skill and learning strategies. It restricts movement during group interaction • It is sometimes difficult to complete the lesson as planned since it is student directed and the micro teacher has to facilitate accordingly • Strategies like scaffolding cannot be practiced unless situations are created by the micro group peer members and which often is the case. • ICT facilities are essential for practice of the strategies but availability is limited and expensive

**Best Practices 2**

**TITLE OF THE PRACTICE** Orientation of School Teachers

**OBJECTIVES OF THE PRACTICE** It is important that the school teachers participate in Continuous Professional Development activities. They also need to be motivated at the beginning of each academic session. Therefore, the College has constituted the practice of orienting the school teachers with the following objectives -

- To interact with the school teachers with the purpose of understanding their problems
- To update the school teachers on the latest practices in teaching-learning
- Mediate between the teachers and the authority in case of grievances
- To build relationship with the community

**THE CONTEXT** The college is hosted by about 10-15 schools during Internship (practice teaching). These schools supply their physical resources for the student-teachers during the internship programme. The college and the practicing schools work in close coordination for the programme. During such interface it was seen that the school teachers were in need of learning the recent practices in pedagogy, to be motivated to learn and deliver and other facilitating skills. Moreover, the college being a part of the community felt the need to contribute towards the welfare and learning outcome of the students. These led to conducting the orientation programmes. The college volunteers to visit the schools but sometimes the schools invite the faculty to train the teachers on specific topics as required.

**THE PRACTICE** At the beginning of the year the college made an effort to be in touch with some schools which were not the hosts for practice teaching. Five schools, namely, Mount Carmel School, Khedi Baptist School, Baptist High, Radiant School and Mt. Sinai invited the college. After the dates were fixed, the topics were selected for deliberation with the teachers. The subjects of particular interests were Science and Mathematics teaching. Dr. Elizabeth, Walling, Dr. Sandip Ratna, Ms, Asale and others resourced at these programmes. These programmes were mostly done in workshop mode where hands-on experience was created for the participants. Finally, teachers got to share their classroom management problems and the resource persons suggested remedial measures.

**EVIDENCE OF SUCCESS** All the teachers attended the programmes without fail. Enthusiastic participation was seen. They expressed the desire to attend more of such programmes which would help them develop more of their teaching skills and understanding of the subject matter. Their participation in the activities and their positive feedback about the day's activities is the evidence of success.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

- The schools had arranged for all the level of teachers, from Primary to Secondary, to attend the orientation. This posed a problem since the pedagogy and classroom problems and their solutions vary from level to level.
- The schools had no ICT facilities so the resource persons had to make arrangements for projector and computer by self

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

<https://sctek.online/best-practice/>

### 7.3 – Institutional Distinctiveness

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

The college still continuous and maintains its distinctiveness with the conduct of the same activities as the previous year i.e., Inculcation of values through cultural activities. Many values are attached to culture and tradition of the Nagas. They are a fun-loving people with a rich cultural tradition. Their way of life is deeply rooted in their love for nature which is vividly reflected in their tradition of art and crafts, games and composition of songs and music. They have a rich social-network. They are quick to respond to, and extent every possible help to each other wherever and whenever needed. Cheerfulness, honesty, hard-working, helpfulness, respectfulness and love for fellow beings describe the Nagas. However, in the recent times these values are being eroded and many young people fail to display these values. As stated in the vision of the college towards social uplift and prepare reflective humane teachers it should start from the core human values which will permeate through various interactions. To revive the culture and tradition, the college organizes cultural events regularly during which songs, dances, and dramas are performed. Short stories having good moral lessons are also acted out during the event. To strengthen inculcation of values, a seminar was also organized on the theme "Mother Language", which was decided to continue in future. The college continuously strives to restore the values of the past.

Provide the weblink of the institution

<https://sctek.online/best-practice/>

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

Future plans 1. To introduce Certificate Course in Physical Education (CCPE) to equip the student teachers with the knowledge and skills in physical education. 2. To collaborate with the Department of Youth Resources Sports for implementation of the programme. 3. To develop and finalise the CCPE course structure. 4. To Sign MoU with the Department of Youth Resources Sports for infrastructural and technical support.