



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		STATE COLLEGE OF TEACHER EDUCATION, KOHIMA, NAGALAND
Name of the head of the Institution		Shri Hekishe Sema
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03702260290
Mobile no.		9856071221
Registered Email		sctekohima@gmail.com
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

2. Institutional Status					
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		sandipncte@yahoo.in			
Alternate Email		iqacscte@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://sctek.online/wp-content/uploads/2017/05/agar-July2015-June2016.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://sctek.online/academic-calendar/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.52	2011	15-Sep-2011	16-Sep-2016
6. Date of Establishment of IQAC			10-Jun-1975		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Managing Bus Service		20-Mar-2017 2		98	

Internal Audit.	14-Feb-2017 6	100
Conduct of One Day State Level Consultative meet of Secondary Teacher Educator.	06-Mar-2017 5	43
Scrutinizing, Recording and forwarding of API for faculty placement.	08-Oct-2016 6	6
View File		

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
No Data Entered/Not Applicable!!!				
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 :

3

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)

Bus Service Initiated for student teachers and staff.

Conducted Internal Audit

Conduct of One Day State Level Consultative meet of Secondary Teacher Educators

Scrutiny of faculty placement documents and maintaining Record

Construction of Feedback format for different activities conducted, analysis of data, and corrective measures if any.

[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 restore Bus Service	Started and developed guidelines
To Conduct Internal Audit	Audit conducted and measures stated
To Conduct One Day State Level Consultative meet of Secondary Teacher Educators	Lesson Planning on Constructivist approach finalized
To Construct Feedback format for different activities conducted, analysis and corrective measures if any.	Corrective measures on feedback received is discussed with faculty.
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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

2017

Date of Submission

03-Mar-2017

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. 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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!		
<i>No file uploaded.</i>		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teacher Education	88
MEd	Teacher Education	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes

Parents	No
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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, and office staff 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 has 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 WhatsApp account wherein information are shared. The college actively support the sharing of opinion and suggestions from the students. A grievances and suggestion box is also maintained in the college which allows any member of the college to put forward their ideas, problems and challenges in the college which are carefully deliberated upon by the grievances cell of the college.

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	60
MEd	Teacher Education	50	45	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
2016	61	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	19	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)

Not Available

Number of students enrolled in the institution

Number of fulltime teachers

Mentor : Mentee Ratio

No Data Entered/Not Applicable !!!

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	13	6	0	1

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
2016	Nil	Nil	Nil
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-II	29/06/2016	30/11/2016
MEd	M. Ed.	Semester-II	30/06/2016	06/09/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the university decided on 70 : 30 as break up marks for External and Internal respectively, the college meticulously followed a continuous evaluation in all the course papers and practical activities. The college use the usual activities for Continuous Internal Evaluation, namely Paper Presentation using Power Point, Projects, Class Tests, Group Discussion, etc. Some reforms initiated were conduct of weekly Class Tests, making it mandatory for Student-teachers to carry out one activity from the suggested activities, as reflected in the course syllabus, in each course paper. To prepare the student teachers for the semester and university exam, model internal exam was also conducted.

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

Before the commencement of the academic session, the Principal called for a consultative meeting with the faculty and there the house deliberated and brought out the academic calendar. The semester end exam is usually 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 HIV/AIDS 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)

[Not Available](#)

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
B.Ed.	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)

[Not Available](#)

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

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
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

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

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	Education	2	Nill
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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
No Data Entered/Not Applicable !!!	
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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
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	Nill	2	Nill	Nill
Resource	Nill	Nill	1	Nill

persons

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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/ collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Technology Day	Dept. of Science and Technology Nagaland	Talk and Discussion	3	12
HIV/AIDS, Drug Abuse and Blood donation	Nagaland State AIDS Control Society	Talk and Blood Donation	2	122
International Mother Language Day	Department of Linguistic, Nagaland University	Talk and Discussion	2	122
View File				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
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Practice teaching /internship in schools	Internship	Govt. Hr Sec. School, Seikhazou	12/05/2017	16/06/2017	85 total in all school
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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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!	

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
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9063	1681797	278	177795	9341	1859592
Reference Books	370	150596	Null	Null	370	150596
Others(s pecify)	2	3600	Null	Null	2	3600
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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
No Data Entered/Not Applicable !!!			
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	https://docs.google.com/document/d/1Lj0SGj_aI80U1JH92NccWOARdbp9HzPLBf2PCzORSoM/edit?usp=sharing

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
No Data Entered/Not Applicable !!!			

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 an effective mechanism for the maintenance and up keeping of the facilities. • The Principal, Vice Principal and various College Committee carries out over all supervision for smooth functioning and utilization of physical, academic and support facilities with regular maintenance. • The sanitization and cleanliness is carried out by non-teaching staff assigned for the work under the supervision of the principal and Vice-principal. • The College has a night watchman/ chowkidar employed, to maintain discipline and safety. The college IQAC maintains the college website. • The College library is well equipped and well-maintained. Library facility operated with the help of catalogue card system. The Librarian assists the students to access the computer and search the books available in library. The journals and magazines

are made available to the students. The library facility is made available even to the ex-students and those wishing to avail it for reference as they cannot borrow them. • The College has a separate computer Lab with internet facility to access. • The classrooms are well maintained and cleaned regularly by the non-teaching staff and the labor on contract. • The College has canteen facility and also provides safe drinking water.

<https://sctek.online/>

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	06/09/2016	25	Full Circle Centre Kohima
No file uploaded.			

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 !!!

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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
2016	3	B.Ed	Teacher Education	State College of Teacher Education-Kohima (SCTE_K), Nagaland University	M.Ed/Ph.D
2017	5	B.Ed/M.Ed	Teacher Education	State College of Teacher education, Kohima(SCTE-K), Nagaland University	M.Ed/Ph.D

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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
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Meet	College level	162
Literary cum Cultural Day	College level	80
International Mother Language Day	College level	158

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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
No Data Entered/Not Applicable !!!						
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 should

be from B. Ed 3rd Semester and M.Ed 3rd 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 curriculum. The student body, under no circumstances, are allowed to over exercise his/her portfolio without consulting the concern faculty of without the 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

110

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

11000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Two general meetings in the year 2016 (6th July and 12th Nov) 2. Two executive meetings in the year 2016 (22nd July and 8th Aug) 3. Launching of Associations constitution on 10th Sept 2016 4. One executive meeting on 13th June 2017

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 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.
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 and gym facilities.
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 students in written test are called for oral test. Admission is given to students on the basis of merit.

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Orientation Programme	1	09/10/2017	03/11/2017	26
UGC-Sponsored Orientation Programme1	1	24/04/2017	21/05/2017	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Medical reimbursement facility is available from the government. Casual leave of 12 days, restricted leave of 3 days per year, as per government rules, are available. Earned leave, maternity leave (female faculty), study leave and medical leave can be availed as and when required.	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 staff) can be availed as and when required	Nil

6.4 – Financial Management and Resource Mobilization

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

Internal audit is done every year. External audit is done by the Accountant Generals Office once in three years. To audit all the expenses of the College, a committee for audit is in place.

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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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)

No Data Entered/Not Applicable !!!

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

1. Training on Accounts and Budgeting. 2. Office Procedures and Accounts. 3.

Training on National Pension System.

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

1. The faculty, staff and the 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. Creation of faculty positions according to the new requirements of the programmes of the college. 3. Redeployment of staff as per line of expertise.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Managing Bus Service	20/03/2017	20/03/2017	21/03/2017	98
2017	Internal Audit	14/02/2017	14/02/2017	15/02/2017	2
2016	Conduct of One Day State Level Consultative meet of Secondary Teacher Educator.	06/03/2017	06/03/2017	06/03/2017	43
2016	Scrutinizing, Recording and forwarding of API for faculty placement.	08/10/2016	08/10/2016	08/10/2016	6

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1. Seminar on The weaker gender- men or women	23/06/2017	27/06/2017	69	33

perspectives and discussion				
2. Celebration of International Women's day	08/03/2017	08/03/2017	69	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
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
Provision for lift	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	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
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Rules Regulations/code of conduct	03/02/2014	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 !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. 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 Visiting Inclusive Schools during Pre-internship OBJECTIVES OF THE PRACTICE The practice of making the student-teachers experience special school settings during the pre-internship programme was deemed necessary in order to - ? Let student-teachers be exposed to the inclusive school environment ? Make the student teachers aware of the problems faced by the inclusive schools ? Empathise with and develop a sense of responsibility towards special needs children THE CONTEXT The B.Ed syllabus details that pre-internship involve two weeks of activities in schools for first and second semesters. The internship entails observation of real classroom situation in schools - Private/Government, different boards eg. NBSE/CBSE, Rural and Urban. The college, realising the need for preparing the teachers in a holistic manner, has gone a step further to include Inclusive schools. THE PRACTICE During the two (2) weeks of pre-intership programme in the first semester the student-teachers are assigned to visit and observe both the regular and inclusive schools. Schedule for such visits are brought out by the faculty-in-charges of the programme. They are sent in groups to these schools where they observe the total environment of the school, the classroom activities. Interaction with the head of the institution and the teachers are done inorder to understand the philosophy and aims, needs of the children, assessment of teaching and learning of the schools. On completion of the observations done, the student-teachers get back to the College for detailed discussion on the activity. Feedback and suggestions are given. An analysis of the schools visited and their reflections are done in the presence of teacher educators. EVIDENCE OF SUCCESS Student teachers have expressed their surprise

at how the inclusive schools are taking care of the special children and how the experience has affected them emotionally. Many have stated that they would like to become teachers who can be of help to special needs students. During Internship (practice teaching) the student-teachers encounter a heterogeneous group of students in a classroom. There has been incidents where special children are found in some schools who are neglected in such cases the student-teachers are not only able to detect and report the same to the authority of the school but also design their lesson plans and activities accordingly.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED ? The student-teachers are allowed to observe the special children's class for a short duration only by the schools as their presence distracts them. ? Only one or two student-teachers are allowed to observe at a time. Consequently, it becomes difficult for adjustment of time. ? The inclusive schools are located in places which are quite a distant from the institution and also in localities which are expensive to reach ? Some schools are averse to entertain the student-teachers as it disturbs the regular routine. **Best Practice 2 Title of the Practice: Feedback System Objectives of the Practice:** 1. To measure student teachers' progress and achievement of objectives. 2. To develop the habit of self-reflection among faculty and student teachers. 3. To diagnose weaknesses in the programs organized and plan for remediation. 4. To identify strengths in the faculty as well as student teachers. 5. To make decisions for improvement. **Underlying Principle/ Concept:** Evaluation is an integral part of teaching learning process in the classroom and all the activities conducted in the institution. Every academic or co-curricular activity program is concluded with a feedback session, which is done using google form or verbal interactive session or through a short questionnaire. This process helps the institution to detect any deficiencies in the organization and conduct of academic as well as other activities. **The Context** Every academic session a series of academic as well as cocurricular activities are conducted and feedback is collected. The areas in which feedback is taken from the students and faculty are as follows: 1.

Practical activities on Enhancing Professional Capacities (EPC) This is a practical component in the B. Ed course which is carried out under different appropriate themes. It lasts for a month after which Feedback is taken from the student teachers. Irrelevant themes are dropped and replaced by new themes. 2.

Micro and Macro Teaching: During skill demonstration by a faculty, other faculty members observe the class and using feedback format the feedback is given to the demonstrator for improvement. Observation and feedback are a component even in the macro lesson demonstration by the faculty. For student teachers, Micro skill practice is feedback based. 3. **Workshop on Educational Evaluation:** The workshop lasts for 3 days, and on the last day feedback forms are distributed to the students to measure the effectiveness of the program 4.

Workshop on Low- cost Interactive Teaching -Learning Aids: As any other activity, after the workshop feedback is gathered from student teachers for further improvement of the program. 5. **Co-curricular Activities (CCA)** are an integral part of the B. Ed and M. Ed program. Some of the CCA clubs in the college are: medicinal Plants club, Science club, Music club, Eco club, Current events club, Cultural club, etc. After conduct of activities, feedback is taken to know the appropriateness of the activity and relevance of the CCA clubs.

Based on the findings of the feedback, clubs are changed into more relevant ones for catering to the needs of today's society. **The Practice** For conduct of the various academic as well as cocurricular activities faculty and student in-charges are nominated. Through a discussion these members plan out the schedule and the programs are organized. After the program or activity, the feedback is taken from the students as well as teachers. The points are discussed and further improvements are made to be incorporated in the same program in future.

Evidence of Success: Through the feedback system, in the EPC program, some themes were dropped and new themes were incorporated. In the pre-internship program, new strategies were planned and executed for eg., the visit to the

schools for school observation was re-timed. Problems encountered and Resources required. No problems as such was encountered as it being an inbuilt system.

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

Distinctiveness 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 physical education with an objective to equip the student teachers with the knowledge and skills that would be required to facilitate sport in physical education activities in the schools. 2. To continue with the existing evaluation and feedback process efficiently and more rigorously on different programmes. 3. To develop proper feedback Proforma for different co scholastic areas 4. To frame the guidelines for student teachers for proper writing of reflective journals during internship. 5. To revise guidelines for student teachers' internship.