Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**MOUNT OLIVE COLLEGE**
Name of the head of the Institution	**Dr. Narendra Tiwary**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03702290271**
Mobile no.	**9436401645**
Registered Email	**mockohima.olive@gmail.com**
Alternate Email	**narendratiwary@yahoo.com**
Address	**Daklane**
City/Town	**Kohima**
State/UT	**Nagaland**
Pincode	**797001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Zinia Gangmei**
Phone no/Alternate Phone no.	**03702290271**
Mobile no.	**8119889579**
Registered Email	**mockiqac@gmail.com**
Alternate Email	**mockohima.olive@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mtolivecollege.in/AQAR_2018.html

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mtolivecollege.in/AQAR/Calendar_2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.36**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**05-May-2010**

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
Orientation programmes for teachers	**25-Jul-2018** **1**	**24**
Staff & Faculty	**14-Aug-2018**	**16**

development programme (Excess to online resource & use of ICT)	1	
Remedial Coaching Classes	13-Sep-2018 15	344

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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
Higher Education Department	Grand in Aid	Government of Nagaland	2018 365	160000

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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 :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
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)

Got Silver Jubilee Memorial Girls Hostel

RoP Committee constituted

Enrolment increased

Skill development class regularized

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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
Research & Publication	3 Teachers got enrolled for Ph. D & 1 awarded M. Phil Degree
Health awareness programme	Mount Olive College declared Tobacco Free Zone by District Tobacco Control Cell, Kohima
Necessary action for increase in enrolment	Enrolment increased by 30 %
RoP as per guidelines of NAAC Peer Team, Benguluru	RoP Committee consituted
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	15-Dec-2017

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	23-Feb-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

Mount Olive College is affiliated to Nagaland University. The university has designed its own syllabus with the help of teachers serving at the university and the colleges as well. The university has introduced Semester System replacing Annual system and obviously, the curriculum has been designed in the light of Semester system. Semester System being different from Annual system, Workshops and Orientation programmes were organized by Nagaland University in order to train the teachers and the office staff as well working at the college

for effective and successful implementation of the curriculum. The college strictly follows the guidelines of the University for Successful Completion of curriculum and conducting the university examinations as well. Under the Semester System, there is a provision of continuous assessment and evaluation of the students and it is compulsory. Every student is internally evaluated for 30 marks in each subject and 70 marks is reserved in each subject for external examinations. In order to qualify and be promoted to next semester, a student has to secure 45% marks in each subject in the internal as well as the external examinations. For internal evaluation, a student has to submit assignments/project works, appear at unit/class tests and model/selection examinations. Besides this, 75% attendance is compulsory in each subject. For better outcome, Mentor-Mentee programme exists at the college. There are 16-20 students in each group as mentees and each group is looked after by teacher as a mentor. The mentor meets each group once in a week and motivates them for regular attendance, submission of projects/ assignments on time and prepare well for model/ university examinations. The weaker students are paid special attention. The teacher listens to his/her problems and suggests suitable measures to solve the problems. There is a provision to collect feedback from the parents, alumni and the students in general for better performance of the students and the teachers alike. Departmental meetings are held on regular basis where the performance of the departments and the students are discussed in detail. The departments take serious note of the issues related to the mechanism for well planned curriculum delivery. Every department brings the same to the knowledge of the Principal which is brought with all transparency in the meetings of IQAC. It is important to mention here that Internal Quality Assurance Cell (IQAC) is quite active and effective at the college. It monitors every activity related to all round development of the college and also making the institution a centre of quality education as per guidelines of NAAC, Banglore. The meetings of IQAC are held at regular intervals where necessary advices and suggestions of every stakeholder is taken up with due importance resolving to do all the needful to come up to the expectations of all concerned and it is fulfilled accordingly. Most important mechanism for well planned curriculum delivery which makes Mount Olive College different from most other institutions is that it has continuous support of Sumi Baptist Church, the sponsoring body of Mount Olive College, Kohima.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	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 !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**Traditional Religious Practice of Sumi Naga Tribe**	**15**
BCom	**Management of Hotels and Cafes**	**2**
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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	Yes

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

Feedback Obtained
Mount Olive College maintains scientific and systematic feedback system obtained from various stakeholders on regular basis for overall development of the institution. The college has a format which is given to the students of every semester and they are asked to comment on (i) teaching-learning process, (ii) curriculum delivery (iii) career counseling and seminars, (iv infrastructure and learning resources (v) continuous evaluation process, (vi) games and sports, (vii) library and digital facilities, etc. maintaining perfect secrecy in order to avoid victimization of the concerned students. Besides this, the Grievance cell of the college has placed Complaint-Boxes at different locations for the students and other stakeholders so that they can post their complaints and suggestions without fear of being the victim of the authority. Parents-Teachers Association along with a few responsible members of sponsoring body Sumi Baptist Church is quite active and effective at the college. The association works as one of the monitoring agency of the college. Based upon its own observations and feedbacks received from its own sources, it submits reports to IQAC, Mock and Board of Deacons, SBCK. Alumni Association is another important active unit that submits its observations and reports to IQAC. In the light of the guidelines of NAAC and its methodology for Accreditation and Assessment of the college, there are various units in function at the college who submit the feedbacks to IQAC about the achievements and also the areas of improvements for all round development of the college.

All the different departments and faculties of the college hold its meetings at regular intervals where results and achievements are thoroughly discussed in detail and all the Heads of the different Departments submit the proceedings and reports to the Principal. The Principal compiles the feedbacks received from various sources and stakeholders. He convenes the meeting of all the HoDs for discussion in detail before taking up the agendas of development to the meeting of IQAC, MOCK. Then, the final observation and report is brought to the IQAC meeting where important and necessary resolutions are adopted in order to protect the interest of all the stakeholders in general and the institution in particular. Resolutions cannot do alone and therefore, all the concerned departments, sections and units are given proper guidelines and motivations for necessary improvements in the particular area. Accordingly, all the concerned stakeholders are duly informed about the action taken report and also in turn asked to submit a comparative analysis report before and after submission of recommendations for all round development 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
BCom	Nill	50	25	15
BA	Nill	500	456	405
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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
No Data Entered/Not Applicable !!!					

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
24	20	3	3	2	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The college give utmost importance to student mentoring in the college. IQAC arrange the number of students to be mentored by each teacher. The mentor- mentee ratio is approximately 30:1. The concerned mentor often meet the mentee and encourage, guide and motivate the them. The mentors also keep track of the attendance and academic record of their mentee. The college also keep a day in the academic calendar as 'Mentor- Mentee Meet'. This mentoring system has proved beneficial for many students who come forward to discuss their difficulty in coping with peer pressure, studies and related matters. A good number of students also

seek career guidance and counselling which they aspire to pursue. METHODOLOGY The total number of students admitted to the three semesters is 430 and they have been divided to 25 groups at the ratio of 1:15 to 1:20. On every Wednesday of the week, the teachers meet the students of the respective groups with a purpose of teaching, motivating and guiding them for better result and finding suitable job after completion of their education. They are also given proper guidelines for further education if they are willing for the same. If some students are found irregular or not performing well in spite of capability to perform well, the teachers go into the personal details of the students and have been successful in bringing them out of the vortex of life and saving their future. If it is found necessary, the teachers recommend such students to counselling cell headed by the Chaplain, MOCK or to other group of mentees where they can be motivated and brought back to the right track of life. This is how Mentor-Mentee programme is carried on at the college and it has proved to be helpful and beneficial for the students in many respects. It is good to mention here the advantages of Mentor-Mentee programme at the college. ADVANTAGES: In brief, Mentor-Mentee programme has immensely helped the college in achieving the definite goals of the college for its all round development in all respects as per standard of NAAC, Bengaulru. It can be considered as one of the best practices at the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
420	24	1:18

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
24	24	Nill	24	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
No Data Entered/Not Applicable !!!			
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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
BCom	BC	Semester	21/04/2018	03/05/2018
BA	BA	Semester	21/04/2018	03/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Nagaland University has introduced continuous Internal Evaluation System (CIS) with the introduction of Semester system and it is followed by the colleges. Methodology: Under Semester system, 30 marks out of 100 marks is meant for Continuous Internal Evaluation (CIE) by the colleges. Mount Olive College like other colleges under Nagaland University holds continuous Evaluation of the students. For this, unit tests and model examinations are held for 10 marks each and again for 10 marks the students performance is evaluated on the basis of assignments and projects. Out of 30 marks, a student has to secure 13.5

marks (45) to be qualified to fill-up the examination form for University examinations. A student has to appear for 70 marks for each subject and he/she has to secure 31.5 marks (45) out of 70 marks i.e. 31.5 13.5 45 marks out of 100 marks in order to be promoted to the next semester or pass the final examination at Sixth Semester. This is how Continuous Internal Evaluation (CIE) system as a kind to reform introduced by Nagaland University is maintained by the college.

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

Annual Academic Calendar is prepared and adhered for conduct of examinations and other related matters. A committee already exists at the college for preparation of annual academic calendar. Besides academic programmes and activities, cocurricular activities are mentioned in the calendar. For this purpose, the committee collects the annual activities of different committees like YRS, NCCC, NSS, Red Ribbon Club, etc. and all the activities of different departments/units are included in the annual calendar. The authorized committee while preparing the annual academic calendar keeps in mind the university calendar of the dates of beginning of the new session, submission of enrolment, registration, examination forms, beginning of university examinations and guidelines about number of contact hours, teaching and working days as well. Then a meeting is convened by the Principal of all the HoDs along with some representatives where Annual Academic Calendar is approved and it is observed that Annual Academic Calendar successfully maintained in order to serve the purpose. This is how the Annual Academic Calendar is prepared. The required number of teaching and working days are availed. The syllabus of every semester is completed on time holding the activities of different units and organizing students' programmes, seminars, workshops, etc. Finally, university examinations are held, results declared and new academic sessions commence after readmission of the students to respective semester classes. Semester system is full of curricular and cocurricular activities and programmes. And it is adhered for conduct of examinations and other related matters

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)

http://docs.wixstatic.com/ugd/0985d4_875aafbed11547f99404a84c92e096d4.pdf

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
BC	BCom	Nill	6	6	100
BA	BA	Nill	108	80	74.07
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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
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	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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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)
No Data Entered/Not Applicable !!!			
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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 !!!	
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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	Number of citations excluding self

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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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
International Yoga Day	**NCC**	**1**	**12**
Swachchta Hi Sewa	**NCC**	**1**	**30**
NIC	**NCC**	**1**	**6**
Blood Donation	**NSS and NCC**	**3**	**17**
Yuva Shakti Rally	**NSS**	**1**	**32**
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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 !!!			
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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 activites	Number of students participated in such activites
Beat Plastic Pollution	**NSS Cell**	**World Environment Day**	**5**	**105**
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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 !!!			
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 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
No Data Entered/Not Applicable !!!					
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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
NIELIT	07/12/2018	Teaching of Computer	370
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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
2000000	3000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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 patially)	Version	Year of automation
SOUL	Partially	.2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6547	1658250	1225	256290	7772	1914540
Reference Books	500	356225	15	123568	515	479793
Journals	26	25112	2	10000	28	35112
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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	20	1	2	1	2	1	1	20	0
Added	0	0	0	0	0	0	0	0	0
Total	20	1	2	1	2	1	1	20	0

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

20 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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
3000000	3025665	5000000	5526590

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)

Mount Olive College is sponsored by Sumi Baptist Church, Kohima. The church is committed to provide quality education to the students of the college. Infrastructure is one of the essential factors for providing quality education

and therefore, the church has quite been sincere in developing a very rich scientific and systemic infrastructure of Mount Olive College. Due attention is paid to keep the class rooms and the campus of the college neat and clean. Cleanliness is one of the important conditions for a congenial academic atmosphere at the institutions. The students extend their full co-operation in maintaining a clean and healthy atmosphere at the college. It has been declared Tobacco Free Zone by the concerned department of Government of Nagaland. The college has sufficient number of classrooms equipped with comfortable furniture and modern facilities like smart class rooms where the students and the teachers both are satisfied with the management of the college. There are separate common rooms for boys and girls with digital facilities. The common rooms are quite spacious equipped with facilities where students enjoy their leisure hours. As there are sufficient numbers of big and small rooms, the units like NSS, NCC, YRS, RRC, Students' Council, Skill Development etc., have been allotted an independent room for effective and smooth function. There are subject-wise departments where the teachers feel honoured and comfortable in discharging their assigned duties and responsibilities. The office is a kind of attraction for the college. Auditorium and Gymnasium are also well equipped for curricular and co-curricular activities at the college. The office of the Principal is well maintained with a small lounge for the visitors. At every floor of the building, there are separate toilets for boys and girls. The college has a computer lab attached with a smart class-room in order to provide theory classes to the students. The library has sufficient number of text and reference books with Wi-Fi facility. The teachers and the students both avail the facility for the teaching materials. Besides the central library, there is a provision of departmental library meant for the teachers and the students both. The departmental library is looked after and managed by Heads of the respective departments. Games and sports facilities are also available at the college looked after and managed by Teacher-in-Charge of the college. Participation of the students is quite satisfactory. Sometimes the students have qualified at university and state level competitions and won medals for the college. This is how facilities are availed and excellence achieved in different fields maintaining definite policies for the same.

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
No Data Entered/Not Applicable !!!			
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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 implemetation	Number of students enrolled	Agencies involved
Yoga	30/08/2018	35	NCC Girls Wing
Soft Skill	18/07/2018	21	Faculty
Remedial Coaching	04/09/2018	256	Faculty
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 passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents 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
2018	25	Nagaland University	Nagaland University	Nagaland University	M. A. M. Com
No file uploaded.					

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
Any Other	2
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

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

There is a clear provision of Student Council at Mount Olive College, Kohima. It is perfectly maintained as it has already been mentioned in the prospectus. The council consists of sixteen members headed by General Secretary. The principal remains as an Ex-officio Chairman. There is a constitution where there is information in detail about powers and functions of the Student Council. In the constitution, there is a provision that amongst the faculty of the college there will be Counselors in order to guide the students in making their representation on academic and administration bodies/committees of the institution meaningful and useful. It is maintained both in theory and practice. In order to achieve excellence in the field of higher education, there are various committees headed by Internal Quality Assurance Cell (IQAC) at the college. Besides students representation at various committees. They are among the creative and effective members of IQAC, MOCK, one of the highest bodies as per guidelines of NAAC, Bangalore. The members of the council participate in publication of the college magazine, bulletin journals etc., and extend their valuable contribution for the same. The representation of the Student Council at NCC, NSS, YRS and RRC most effective where they are in perfect control of the activities along with Nodal Officers of the respective units. In keeping the environment clean and the related activities, the council deserves appreciation. For making the campus ragging and tobacco free zone, the college is proud of the Student council for extending their valuable support. In holding Literary and Cultural Programmes, the council keeps breaking the records in bringing changes for the better. The student Council controls the activities and events like Fresher's Social, Games and Sports, Teachers Day where the executives prove their leadership. The Council extends its full support in maintaining discipline in academic as well as administrative matters of the college. As such, the college administration does not have to face a kind of awkward situation of conflict with the students. In brief, there is a due participation of the Students Council at academic and administrative level working together for all round development of the college in achieving its goal of "Onward and Upward". In short, the activity of the Student Council deserves appreciation in all respects. The representation of the council on academic and administrative bodies/committees of the institution is quite satisfactory.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

5.4.4 – Meetings/activities organized by Alumni Association :

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)

Internal Quality Assessment Cell (IQAC) functions with the help of the following Committees/Units/Cells at Mount Olive College: 1. IQAC 2. Academic Review Committee 3. Eco Beautification Club 4. Library Advisory Committee 5. Anti-Ragging Cell 6. Career Guidance Placement Cell 7. Women Anti Sexual Harassment Cell 8. Grievance Redressal Cell 9. Research Publication Committee 10. National Service Scheme (NSS) Unit 11. National Cadet Corp (NCC) Unit 12. Red Cross Unit 13. Alumni Association Committee 14. Parents-Teachers Association 15. Cafeteria Committee 16. Cultural Committee 17. Literary Club 18. Compilation SSR Committee 19. Photography Compilation Cell 20. Campus Maintenance, Hygiene Sanitation Committee 21. Disaster Management Cell 22. Curricular Committee 23. Media Publicity Cell 24. Mentoring Committee 25. Remedial Coaching Cell 26. Dean Students Welfare 27. Reception Committee 28. Skill Development 29. Anti Tobacco Cell 30. Information Communication Technology Cell 31. Assembly EU Committee 32. Health Committee 33. Hostel Committee 34. Students Counsellors 35. Governing Body 36. Students Council Each and every Committee/Unit/Cell is headed by a Convenor along with few faculties and it is active throughout the year in its respective fields and help IQAC to achieve its goal of making the institution a centre of quality education. This is how the system of decentralization and participative management is always maintained at Mount Olive College, Kohima.

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

Yes

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
Admission of Students	Nagaland University has definite guidelines for the colleges in order to admit the students to Honours and Genera courses. The students securing 45 and above are allowed to be admitted Honours course in the particular subject. For every new academic session, it is widely advertised in local dailies and on college website as well. Admission is granted to the desirous students on 'first come first serve basis.' Reservation criteria is followed as per guidelines of Nagaland University.
Library, ICT and Physical Infrastructure / Instrumentation	Mount Olive College has well-equipped Central and Departmental library which is looked after respectively by the Librarian and respective departments. Besides sufficient number of books, there is ICT facilities in the library and for class room teaching. Infrastructure is well and scientifically built with sufficient number of big and small rooms to hold the theory and practical classes as well and other necessary requirements

	like boys and girls common rooms, wash room facilities, etc. Besides proper electrification, there is a provision of alternative power supply like generator and solar system.
Research and Development	Nagaland University takes care of research and development. Mount Olive College, of course, encourages the faculty for doing M. Phil and Ph. D. in the respective subjects and also has the provision one additional increment for M. Phil and two additional increments for Ph. D. degree holders.
Examination and Evaluation	As already explained in the previous criterion, the colleges follow the examination and evaluation process introduced by Nagaland University. There is a provision of internal evaluation for 30 marks and 70 marks for external examinations for each subject. A successful student has to secure 45 at internal and external examinations both i.e. 13.5 out of 30 marks and 31.5 out 70 marks (13.5 31.5 45). Finally, the result is declared under 10 points scale by Nagaland University.
Teaching and Learning	There is a beautiful combination of traditional and modern technology as teaching and learning process adopted at Mount Olive College. In order to complete the syllabus the teachers follow the method of explanation and interaction whereas they hold test and model examinations for preparing them for examinations. The students take interest in their studies in smart class rooms and enrich their knowledge collecting latest information through internet easily accessible in as Wi-Fi campus of the college. Besides this, the college has a rich library and co-curricular activities are frequently organized in order to save the academic atmosphere from being monotonous.
Curriculum Development	Mount Olive College is affiliated to Nagaland University. The colleges have to follow the syllabus prescribed by the university. It is university that keeps reviewing, revising and developing the syllabus for the colleges. Of course, the colleges are invited to suggest for the necessary improvements in the syllabus. Also, there is representation of the colleges in Bugs where syllabus is modified and

	improved.

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

E-governace area	Details
Planning and Development	Management and IQAC of the college aims at sustainable development of the institution and all round development of the students i.e. intellectually, physically and spiritually. As such, the management takes all the possible initiatives for development of the institutions a centre of quality education in a planned way. As such, the college was successfully assessed by NAAC Peer Team, Bengaluru and accredited with Grade B
Administration	College regularly participates and maintains DCFs by AISHE, MHRD. The data collected provides crucial information and pointers toward effective administrative functioning.
Finance and Accounts	Students Scholarships are done through online portals, providing for transparency and effectiveness.

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)
2018	Use of ICT facilities	Nill	04/07/2018	07/07/2018	Nill	15
2018	Maintenance and Use of IT Facilities	Nill	22/06/2018	27/06/2018	Nill	4
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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
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
24	24	9	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PPF and 3 percent annual increment	PPF and 3 percent annual increment	Free education to poor and meritorious students

6.4 – Financial Management and Resource Mobilization

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

Institution has the provision of internal and external financial audits. Mount Olive College has been sponsored by Sumi Baptist Church, Kohima. The Church appoints competent audit team consisting of three members every year. The audit team submits its report to the Governing Body of the college which is approved by the church. Again, the church invites Chartered Accountant and obtains Annual Financial Audit Report of the institution. After due analysis and study, the reports are kept as necessary records.

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	No	Nill	Nill	Nill
Administrative	No	Nill	Nill	Nill

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

1. Parent – Teacher Meetings held for assessment of the students performance progress. 2. As one of the stake holders, the association gives its suggestion for development of the institution. 3. Participated during the first cycle of NAAC visit.

6.5.3 – Development programmes for support staff (at least three)
1. Office maintenance programme. 2. Soft Skill development. 3. Benefit of PPF Increment provided.

6.5.4 – Post Accreditation initiative(s) (mention at least three)
1. Students Crusade. 2. Bulletin published. 3. Research activity developed.

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

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
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

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 !!!							
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)

Prospectus	06/06/2018	Orientation on first day
Service Rules	24/10/2018	Teaching Non-Teaching Orientation Programme

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Spiritual Camp	20/07/2018	21/07/2018	356
No file uploaded.			

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

1. Ban on use of Tobacco to maintain campus as free tobacco zone. 2. Ban on use of plastics. 3. Plantation by beautification committee. 4. Regular intervals Swachta Abhiyan by NCC NSS Cadets. 5. Ban on frequent use of vehicles.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 1. Title of the Practice: Service to Human is Service to God. 2. Goal: Charity begins at home. The Management of Mount Olive College has set the goal to train its inmates in social responsibility. To help the poor in all respects should begin with learning. Hence, Seithogei area of Jotsoma Village has been adopted by the college to provide the village area with some basic amenities of life. 3. The Context: There is an orphanage. The students and teachers of the college visit the location several times in a year and clean the village, conduct adult education programmes, distribute books, medicines and other desired things of the needy people of the area and have counseling programmes about various social issues. The people and children of the area cooperate with the college. With the programmes and counselling of self-employment, etc., the students observe the disadvantaged people which give them good lessons about life. 4. The Practice: The practice involves cleanliness and sanitation drives, tips about earning ventures, education, self-reliance, self-employment, multiple ventures of income, creating eco-friendly environment with plantation, multiple ways of agriculture, checking all sorts of pollution and promoting human virtues through counseling and motivating all for all-round development of personality. Honesty, humility, non-violence, punctuality, benevolence and love for all have been identified as major human values by the college to be propagated among the disadvantaged populace of the society. The college is engaged in doing the same in this village. 5. Evidence of Success: The location has been changed in its shape in few a months. The villagers have changed their mindsets and have realized the value of education, hard work and self-reliance. This proves that there is no alternative to hard and major human virtues. The villagers have been benefited a lot and have been educated and grown in multiple ways. 6. Problems Encountered and Resources Required: At the beginning the people did not cooperate as they did not know about our mission and vision. They were also suspecting us, considering our efforts as selfish. Our tenacity and sincerity finally brought us the success. The resources required for helping the people were arranged by our contribution only. At the beginning, we were not sure of the requirements and the problems and difficulties of the people of the location. Our frequent visits made us aware of the challenges and solve the problems. It made our students aware of the social issues and responsibility of a citizen. We procured medicine, food items, clothes, books and instruments for cleanliness drives in the villages and distributed them among the needy and orphans. We organized the cultural programmes there also. We can't say how far we have helped them though they seem very happy. During our visits they welcome us and share their problems

with us. We have developed great cordiality with them. This is a small venture. We don't have sufficient resources for big projects. With our own contributions and donations from Church we conducted these programmes in the village. 7. Notes: Service to Humans as Service to God is our mission. There are so many disadvantaged people who live in acute misery. If all could spare time, mind, energy and resources to make others happy, it would go in a great way to eradicate poverty, grief, illness and difficulties from the world. Poverty is a universal malady that needs to be uprooted. All concerned should ponder over our society and environment for their better future. As one diseased part of body affects the whole body, a single disadvantaged person also affects the whole society and the world. Hence we must promise to eradicate poverty and grief from the world and act tenaciously towards its fulfillment. Best Practices 2 1. Title of the Practice: Self-Help is Help to Humanity. (Entrepreneurships Practice by the Students) (If individuals take care of themselves and promote their abilities, the society will be self-sufficient) 2. Goal: The aim of the practice is to groom the students in entrepreneurship. With rapid growth of population, job/employment security cannot be made available to all with so many dependents in family and society. It is, therefore, necessary to train the students in multiple ways of self employment. Hence the college encourages the students to take seed money from college or any other agency and do some business on part-time basis and excel in them. 3. The Context: In December every year in Kohima and other places of Nagaland several festivals are celebrated due to Hornbill Festival and Christmas. Kohima as well as district headquarters towns remains very busy and festive. The students can have different kinds of shops for selling goods and earn profit. The students of Mount Olive College borrow money from college or Youth Net or any other agency and have several shops in Kohima during the Hornbill Festival for ten days and earn good profit. They return the seed money and share the profit among themselves. 4. The Practice: The boys and girls of various classes have different shops and sell different goods like food items, blankets, woollen garments, handicrafts, etc. They also setup restaurants with dinner meals, snacks, tea, coffee, etc in the Night Carnival. They cook on the spot and serve. They also sell different kinds of ethnic dishes, products, pickle, dry nuts, fruits, etc. Modernity has snatched away many traditional products and habits from us. Hence the attempts of the students to revive the traditional culture and practices are praiseworthy. They are very skillful. They exhibit their skills during such occasions and that gives them self-employment and good earning and that also paves way for their future course of life. 5. Evidence of Success: That they take seed money, invest it, and get profit, shows ample evidence of success. The teachers inspect their ventures during the Hornbill Night Carnival and have observed their success. These small ventures indicate that they can be good businessmen and entrepreneurs in future. The children should have multipurposive careers. Good education is a great necessity. But all cannot seek and get employment with educational qualifications. Hence they should have additional proficiency for professional development. 6. Problems Encountered and Resources Required: When it was decided by the placement cell of the college to groom the students in self-employment practices, the ideas of the Placement Cell were not appreciated and the students did not come forward to do this. But with constant motivations by the teachers, they started and found it profitable. Therefore, it became a great fun for them. They are more enthusiastic now and are appreciating and are willing to open more and more ventures and being self-employed at the beginning. Now they are easily getting money everywhere. Beginning from parents to banks, NGOs and any other sources, they are able to get funding for starting any venture and getting profit. 7. Notes: Self-Help, Self-Reliance, Self-Employment are social responsibilities and responsibility of the individuals also. Social maladies are there because we are not self-conscious. We don't want to help ourselves, promote ourselves and make ourselves self-sufficient

and self-reliant. If every individual can exercise this, then there will be no poverty and starvation in this world. This is a great message and we must learn this message in our schools and colleges before we face the real world.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.mtolivecollege.in/Best_P.pdf

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

Right from the academic calendar, the college vision, mission and motto of the college is framed and organized to translate it into reality. Every area that is enumerated in the vision, mission and college motto is acted throughout an annual academic cycle. The college strives to impart God fearing quality education by having regular chapel/church services. In addition to that values and ethics are often imparted to the students in the form of talks and awareness programs. In order to develop the self, personality development programmes and opportunities are extended to the students and staff/ faculty. All members of the college are taught to be of use the society. However the college walks the extra mile in training up its staff and faculty to be dynamic in extension services to the society. The college tries its best to fulfill the academic needs of the society by excelling in quality education based on ethics which is the greatest need of the Naga society in particular and India in general. The college collaborates with other stakeholders in Higher education towards progressive change. Nagaland University, Department of Higher Education, ICSSR-NERC, NESRC, NIDS and other institutes of higher learning towards this fulfilling this mission. In order to equip students to face future challenges successfully, especially in the field of technological knowledge and application, basic computer education as well as diploma in computer application is opened to students/ staff faculty. In order to develop students towards self reliance and greater productivity, Life skill trainings and Entrepreneurial skills are imparted. The college plays a role in national integration as well as aims to inculcate students to be a positive force in nation building. Programs and workshops are held frequently to develop values and ethos that are becoming of a decent member of the society.

Provide the weblink of the institution
http://www.mtolivecollege.in/AQAR/FORMAT_2018.pdf

8.Future Plans of Actions for Next Academic Year

IQAC, MOCK held discussion in detail in its meeting on each and every point of recommendations of NAAC Peer Team, Bengaulru to be fulfilled by the college and accordingly, decided to concentrate on the following points as Future Plans of action for next academic year to develop Mount Olive College Kohima as an institution of quality in education: 1. To provide ICT facility in other class rooms in order to improve the quality of teaching learning process, 2. To train all the teachers to avail ICT facilities, 3. To purchase more books for the Central and the Departmental Library, 4. To equip Central Library with digital facilities, 5. To develop research and publication culture at the college.