YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	MOUNT OLIVE COLLEGE
• Name of the Head of the institution	Ms. Swedezhono Tsukru
• Designation	Acting Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9863581288
• Mobile No:	9856141458
• Registered e-mail	mockohima.olive@gmail.com
• Alternate e-mail	
• Address	Daklane
• City/Town	Kohima
• State/UT	Nagaland
• Pin Code	797001
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	**Nagaland University**
• Name of the IQAC Coordinator	**Zinia Gangmei**
• Phone No.	**9863581288**
• Alternate phone No.	**9863581288**
• Mobile	**8119889579**
• IQAC e-mail address	**mockiqac@gmail.com**
• Alternate e-mail address	
3.Website address (Web link of the AQAR (Previous Academic Year)	www.mtolivecollege.in
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.03**	**2022**	**14/06/2022**	**13/06/2027**

6.Date of Establishment of IQAC	

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mount Olive College	**Grand-in-Aid**	**Higher Education, Government of Nagaland**	**2021 365 Days**	**200000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Skill Development Class Regularized
CCC Computer Programme under NIELIT Started
Steps taken to increase enrollment

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Research & Publication	1 Teacher got enrolled for Ph. D
Health awareness programme	Introduced Health KIOSK
Necessary action for increase in enrollment	Enrollment partially increased

13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
IQAC	12/09/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	17/01/2023

15.Multidisciplinary / interdisciplinary

The college is gearing up for the NEP 2020 which will usher in a new era of academic transformation through its multi-disciplinary approach. A holistic and multidisciplinary education will ensure the development of students in all areas- intellectually, socially, physically, emotionally and morally.

The college, at the moment, has an Arts and Commerce stream for the undergraduate level. The multiple courses offered by Mount Olive College are a testament to its dedication to meeting the needs of the students. Further, the college also offers compulsory Environmental Education papers at two different levels of undergraduate degree to achieve a comprehensive and holistic education.

The College plans to provide multiple entry and exit points for the convenience of the students. This is particularly important for the college because it draws a substantial amount of students from the economically weaker section with its nominal fees. This particular strategy will benefit the students who need to take a break to source finance. The college is prepared and determined to implement multiple entry and exit because it caters to the specific needs of our students.

16.Academic bank of credits (ABC):

Mount Olive College is getting ready for the NEP 2020 by implementing new systems such as Academic Bank of Credits (ABC). The college is equipped with the necessary skills and facilities to comply with the affiliated university's notification.

The students will have access to a digital store of academic credits, providing them with the flexibility to transfer and complement the multidisciplinary and interdisciplinary components of education, which is highly encouraged under NEP2020.

Through these preparations, the institution is equipping itself to seamlessly transition into the new ABC which will make collaborative works, and internationalisation of education by making joint degrees between students of different institutions across the country or even the globe and make the transfer of credit possible.

17.Skill development:

The college has a strong focus on equipping students with skills relevant to the 21st-century world. To this end, a dedicated Skill Development Committee has been established, whose role is to oversee the skilling of students. The college is equipped with a skill development lab, which showcases a range of products developed by students.

Mount Olive College hosts diverse students both geographically and economically. These diverse students prove to be our greatest strength as they bring diverse skills. The Skill Development Committee organises various programs to encourage entrepreneurship.

Skill Potpourri contest', an online contest was organised where the students were given the platform to showcase their talent and compete in a healthy competition. The college also recognises the need to encourage the entrepreneurial endeavour of the students so, the Skill Development Committee held a 'Skill Fiesta: An Exhibition of Locally Crafted Products', where the students are allowed to showcase their handmade crafts and sell the same.

These activities are a testament to the college's deep commitment to not only skilling the students but also equiping them with practical knowledge of marketing their products. In these ways, the college is set to welcome the policies of NEP2020.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

India not only boasts as a torchbearer of knowledge as the earliest civilisation in the world but it also hosts one of the most diverse knowledge systems. Similarly, the college also hosts diverse groups of people coming from diverse backgrounds.

The college holds Annual Cultural Day providing platforms for students to showcase their rich cultural heritage in the form of folk songs, traditional dances, folktales and other art forms. The institution also invites resource persons to impart knowledge to the students on relevant Indian knowledge systems.

Curricular-wise, the History paper offered by the college has been a great source through which the rich Indian cultural past is being studied and discussed with students. By the final year, the students, through the history course, are knowledgeable of the diverse cultures and rich civilisation of India.

The college is situated in Kohima Nagaland, a tribal state which hosts one of the most number of languages in India. The students and faculty speak and are knowledgeable of over 20 different languages. These languages are used in our daily communication in the college. The college, in that way, is encouraging the use of multilingualism in the college campus and classrooms.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

As an affiliated college of Nagaland University, the college strictly adheres to the learning outcomes set by the university. Mount Olive College adopts student-centric teaching methods and provides students access to varieties of resources. The classes are also conducted with the help of audio-visual materials, hands-on learning and other relevant educational experiences for holistic and effective learning.

Further, the college has a robust feedback system which periodically checks the gaps and lacunas in the teaching-learning gap. The college is also exploring ways to implement OBE tools to introduce Assurance of Learning (AoL)

20.Distance education/online education:

Mount Olive College is equipped with the necessary facilities to take part in the transformative system of NEP2020. The college is prepared and will adhere to the guidelines of the NEP2020 once Nagaland University, the university to which the college is affiliated, gives out the directives.

The college is exploring the possibility of acting as a digital nodal agency by offering online Online Distance Learning (OLD). The college will also help the students in making informed decisions and encourage them to take suitable SWAYAM courses. The credits scored in these courses will then be transferred to their overall academic credit score.

The college is preparing itself to invest in up-to-date technology platforms for virtual learning and also equipping the faculty with technological literacy to effectively use lecture recordings, course materials, tests etc.

Further, the students are also being prepared by providing free ICT courses under the aegis of the National Institute of Electronics and Information Technology (NEILIT). The knowledge gained from this course will ensure a smooth transition to distance/online education and exhaust its advantages.

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**8**

File Description	Documents
Data Template	No File Uploaded

2.Student	
2.1 Number of students during the year	**254**

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**10**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**82**

File Description	Documents
Data Template	[View File]

3.Academic	
3.1 Number of full time teachers during the year	**20**

File Description	Documents
Data Template	[View File]

3.2 Number of Sanctioned posts during the year	**20**

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**16**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2789562**
4.3 Total number of computers on campus for academic purposes	**29**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

This table provides a structured overview of the various aspects of MOCK's academic and administrative endeavors.

Aspect

Description

Affiliated

Affiliated college of Nagaland University

Syllabus Adherence

Adheres to Nagaland University's sanctioned syllabus

Academic Calendar and Timetable

Academic calendar and weekly timetable incorporatingacademic and co-

curricular activities

Infrastructure

Technologically advanced infrastructure including a well-equipped library

Academic Records

Teachers maintain lesson plans and daily class records in logbooks, subject to scrutiny by Heads of Departments and college administration

Teaching Methods

Faculty use audio-visual aids and ICT facilities alongside traditional pedagogical methods

FacultyDevelopment

Faculty actively participate in research and faculty development programmes to contribute to curriculum development and evaluation at Nagaland University

Classroom Systems

Offers both offline and online classroom systems

Internal Assessment Methods

Academic Review Committee oversees internal assessment methods such as exams, class tests, quizzes, paper presentations, and assignment evaluations aimed at gauging students' comprehension levels

RemedialSupports

Remedial Coaching Cell provides coaching classes to support struggling students identified through regular meetings conducted by the Academic Review Committee

Experiential Learning

Field trips and projects integrated into the curriculum to facilitate experiential learning

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

This tableincludes additional aspects of MOCK's academic and administrative operations:

Aspect

Description

Academic Calendar

Delineates a comprehensive schedule encompassing academic, co-curricular, and administrative activities, examination periods, and recesses. - Harmonizes with Nagaland University and Government of India mandates. - Disseminates crucial information during orientation sessions.

Staff Meetings

Monthly staff meetings, both instructional and administrative, ensure seamless execution of educational processes, emphasizing Continuous Internal Evaluation (CIE).

Lesson Plans

Faculty members devise lesson plans aligned with the prescribed timetable, subject to scrutiny by departmental heads and college authorities.

Assessment Schedule

Sets dates for evaluation events including assessments, assignment submission deadlines, and feedback and grading days in the academic calendar.

Assessment Guidelines

Guidelines for assessments, including teaching sessions,

presentations, evaluations, and assignments, are communicated well in advance to foster preparedness.

Mentor-Mentee Sessions

Dedicated Mentor-Mentee sessions and daily Remedial Coaching Classes are strategically integrated within the academic framework to provide tailored academic support at an individual level.

Extra-curricular Engagements

The calendar accommodates a diverse array of extra-curricular engagements, notably highlighted by College Week, showcasing athletic, cultural, literary, spiritual, and entrepreneurial endeavors.

Semester Breaks

Scheduled semester breaks offer students an opportunity for rejuvenation and mental respite.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The additional aspects of MOCK's commitment to student engagement, academic offerings, and institutional values:

Aspect

Description

Student Engagement with Socio-Cultural Issues

MOCK demonstrates a commitment to student engagement with socio-cultural issues through various events and outreach programs.

Choice Based Credit System (CBCS)

Offers a CBCSallowing students to select from a range of Generic Electives, Skill Enhancement Courses, and Ability Enhancement Compulsory Courses across departments.

Courses enable critical analysis of gender, environment, human values, and ethics.

Committees

Various committees within MOCK organize socially relevant activities covering areas such as NSS, NCC, Youth Red Cross, Red Ribbon Club, Anti-Tobacco Cell, Cultural Committee, Literary Club, Eco & Beautification Club, Students' Welfare Health Committee, Students' Affairs, MOCK Students' Council, Skill Development Assembly & EU Committee, Campus Maintenance, Hygiene & Sanitation Committee, Disaster Management Cell, Alumni Association Committee, Research & Publication Committee, Grievance Redressal Cell, Women & Anti-Sexual Harassment Cell, and Anti-Ragging Cell.

Emphasis on Gender Equality, Human Values,Environmental Sustainability

Significant emphasis placed on gender equality, human values, and environmental sustainability.

Infrastructure planning prioritizes environmental conservation and accessibility for students with disabilities.

Students educated on proper referencing in assignments and intellectual property rights to deter plagiarism.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

380

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	**No File Uploaded**

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

254

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Aspect

Description

Continuous Evaluation System

- **Comprehensive continuous evaluation system assesses students' learning levels, focusing on both Quality and Values.**
- **Values assessment includes principles such as discipline, conscience, dignity of labor, respect for religion and culture, and community participation.**

Assessment Components

- **Assessment components includeGroup Discussions, Assignments, Seminars, Quizzes, Tests, Projects, and Examinations, evaluating outcomes at both course and program levels.**

Academic Review and Support

- **Faculty members and committees such as the Academic Review Committee, Curriculum Committee, Mentoring Committee, and**

Remedial Coaching Cell regularly review academic progress and provide guidance for improvement.
- Teacher-student interactions and Parent-Teacher Meetings aid in identifying different levels of learners.

Support for Slow and Underperforming Learners

- Special measures implemented to support slow and underperforming learners including innovative pedagogical practices, daily Remedial and Tutorial Classes, extra sessions, bilingual explanations, peer learning, reading materials, personal counseling, and continuous assessment.

Programs for Advanced Learners

- Advanced learners identified through academic and extra-curricular activities.
- Encouraged to participate in competitions, assist peers, engage in advanced readings, and monitored and motivated towards achieving higher accomplishments.
- Meritorious students recognized with certificates and scholarships.

Empowerment of Average Students

- Efforts made to empower average students by monitoring their progress and providing continuous motivation to realize their potential.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
254	20

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The methods implemented by the college to nurture students' potential and cultivate their leadership abilities.

Aspect

Description

Nurturing Leadership and Potential

Dedicated to nurturing students' potential and cultivating their leadership abilities to become catalysts for societal change.

Industrial Visits

Departments arrange trips to corporations, merging theory with practice and enhancing students' interpersonal skills.

Entrepreneurship Support

Collaboration with the Skill Development Cell provides a platform for entrepreneurial endeavors, exposing students to real-world environments.

Independent Research

The Skill Development Cell facilitates research projects, empowering students to address social issues through surveys and data collection.

Skill Fiesta

An annual event showcases student talents, fostering creativity and self-expression.

Educational Trips

Visits to parks and heritage sites deepen understanding beyond the classroom.

ICT Utilization

Students employ technology for research and presentations, enhancing digital literacy.

Interactive Learning

Discussions, debates, and group presentations encourage active participation.

Team Projects

Practical subjects include collaborative projects, promoting teamwork.

Publication Opportunities

Departments publish bulletins and magazines, honing communication skills.

Life Skills Development

Dedicated sessions on Saturdays fill knowledge gaps and provide a competitive edge.

Career Guidance

Workshops and counseling sessions prepare students for future endeavors.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Aspect

Description

Technological Integration

- **MOCK prioritizes technological integration for modern teaching and learning methods, recognizing ICT as a powerful tool for knowledge acquisition and effective idea presentation.**

Wi-Fi Enabled Campus

- Ensuring continuous internet connectivityfacilitating access to updated information and resources.

ICT Enabled Facilities

- Equipped with modern infrastructure including auditoriums and classrooms with projectors, laptops, and microphone-connected speakers, fostering e-learning experiences.
- Automated Library featuring an automated system for easy book location and access to e-resources via INFLIBNET, supported by SOUL 2.0 Software, enhancing research capabilities.
- Well-equipped computer labs catering to practical components of teaching, providing a conducive environment for both students and teachers.

Hybrid Classroom Approach

- Embracing a Flipped Classroom model, combining offline and online systems using platforms such as Google Classroom, Meet, and Zoom for enhanced flexibility.

ICT Integration in Teaching

- Utilizing audio-visual aids, Power-Point presentations, and interactive tools alongside traditional methods, ensuring engaging and effective teaching-learning experiences.

Teacher Development

- The Information Communication Technology Cell (ICTC) oversees teachers' skill development in utilizing digital tools to maintain high academic standards.

Environmental Sustainability

- Emphasizing eco-friendly practices, the institution encourages the use of e-books, e-notes, and digital materials to reduce paper consumption, promoting accessibility and cost-effectiveness for students.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**No File Uploaded**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Aspect

Description

Assessment Guidelines

- **Adheres to assessment guidelines stipulated by Nagaland University. - Includes Internal Assessment and End Term Examination systems.**
- **Implements a Credit System and Grading System as per university regulations.**
- **Utilizes a Choice Based Credit System (CBCS) in selective areas.**

Internal Assessment

- **Conducted and evaluated by the college, accounting for 30 marks per semester. - Involves various activities such as**

tests, assignments, seminars, and projects.

- Designed to ensure transparency in evaluation methods by teachers.
- Oversight by the Academic Review Committee to uphold comprehension standards and fair evaluation practices.

End Term Examination

- Constitutes 70 marks per semester and conducted by the University.

Credit System

- Students must earn a minimum number of credits for Pass and Honours Courses, varying by stream.
- Total marks range from 1200/1400 for Pass and Honours Courses across all streams.

Grading System

- Utilizes a Seven Point Grading System ranging from 'O' Grade for 80% and above to 'F' Grade for below 45%.

Choice Based Credit System (CBCS)

- Implemented in selective areas, transitioning from the annual examination system.

Student Support

- Regular assignments, tests, Remedial Coaching, and Tutorial Classes support student improvement.
- Mentoring Committee aids weaker learners, fostering a supportive academic environment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

MOCK's system for handling examination-related grievances and ensuring transparency and fairness in the evaluation process.

Aspect

Description

Examination Grievance Redressal

- Well-defined system in place to deal with examination-related grievances.

Grievance Redressal Cell

- Assists in monitoring grievances related to examinations.

Faculty Response to Grievances

- Faculty addresses rightful grievances of students regarding marks obtained in internal assessment.

Feedback and Evaluation

- Evaluated papers related to internal examination (class tests, assignments, projects, etc.) are returned to students with detailed remarks and suggestions for improvement.
- Queries regarding feedback and evaluation are addressed by respective teachers.

Review of Internal Assessment Marks

- Final Internal Assessment marks are reviewed by Departments.

Academic Review Committee

- Looks into discrepancies in Internal Assessment marks and ensures transparency and objectivity.

Reporting Errors

- Any errors detected in the final mark-sheet despite rigorous scrutiny are promptly reported to the University by the College.

Opportunity for Student Review

- Marks are sent to the university only after each student has been given ample opportunity and time to review and register complaints.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

MOCK's approach to learning outcomes, including communication strategies, orientation programs, and professional development initiatives for faculty.

Aspect

Description

Learning Outcomes

- Fundamental component of MOCK's vision, mission, and objectives.
- Adopts Programme Outcomes and Course Outcomes for all programs in accordance with affiliated University guidelines.
- Effectively communicated to stakeholders through various channels including college boards, magazines, bulletins, and publications distributed during conferences and seminars.
- An annually updated prospectus details program and course outcomes.

Orientation Programs

- Teachers briefed on outcomes during orientation programs at the start of each session.
- Students receive orientation on course-specific outcomes through discussions, expert lectures, and practical sessions.

Communication Channels

- Information disseminated through physical circulars and the institution's website.
- Assessment models for both internal and external examinations are communicated to students.

Professional Development

- **Teachers participate in workshops, seminars, conferences, and Faculty Development Programs (FDPs) to enhance their ability to achieve outcomes in teaching-learning processes.**
- **Successful alumni invited to share experiences with current students and faculty, providing insights into how their courses influenced their careers and aligning current students with course outcomes.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The methods employed by MOCK:

Aspect

Description

Assessment Methods

- **To evaluate student performance and measure the attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs).**

End Semester Examinations

- **Conducted by Nagaland University, these examinations follow a direct evaluation process, assessing POs based on course attainment levels set by the program.**

External Assessment

- **Practical examinations evaluated by external experts appointed by the University.**

Internal Assessments

- **Aligned with POs and PSOs, include assignments, class tests, quizzes, MCQs, analytical tests, open book tests, classroom**

presentations, and individual/group projects conducted on a
continuous basis before semester-end examinations.

Teacher-designed Evaluation Methods

- Teachers design evaluation methods aligned with POs. Methods
  include interactive sessions, group discussions,
  presentations, and assignments.

Assessment for Add-On/Certificate Courses

- External monitoring for courses like the Course on Computer
  Concepts (CCC) under NIELIT is conducted by NIELIT through
  centralized examinations.
- The IT Department monitors student progress to measure course
  outcomes for other Skill Development Courses offered by MOCK.

Additional Aspects

- Stakeholder Feedback
  - Feedback gathered from students, alumni, employers, and
    parents used to assess program outcome attainment and
    teaching-learning impact.
- Career Guidance & Placement Cell
  - Monitors student employability post-degree, aligning
    with POs. Tracks student progression to higher education
    institutions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

82

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<u>https://drive.google.com/file/d/1g8ptgWplQfgrQLezZOFTchkZkjYAsZyh/view?usp=drivesdk</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

200000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

21

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

NILNIL

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

MOCK believes that community and classroom activitiesinvolving social issues can help raise awareness for theseproblems. It not only delves into the discussion of thesocietal problems but also in making progress by fixing suchissues. Therefore, it organizes extension activities for theneighbourhood community. Apart from sensitizing the academic problems, it alsosensitizes the students about the community issues, genderinequality, climate change, health care availability, mentalhealth problems, ragging, social inequity, etc. for holisticdevelopment and to inculcate social values and commitment tosociety. MOCK has various committees under the supervision of theconvenor to monitor and document the academic andextracurricular work. The reports of each committee aremonitored thereby compiling its response in a systematicmanner. COMMITTEE/CLUB /CELL: Eco & Beautification Club, Anti-Ragging Cell Women & Anti Sexual Harassment Cell GrievanceRedressal Cell, National Social Service (NSS), Unit NationalCadets Corps (NCC)Unit, Youth Red Cross, Cultural Committee,Campus Maintenance, Hygiene & Sanitation Committee, DisasterManagement Cell, Mentoring Committee, Remedial Coaching Cell,Students' Welfare Skill Development, Red Ribbon Club, AntiTobacco Cell, Health Committee, Students' Affairs, Students'Council, Coaching Cell.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

`NIL`

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`NIL`

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`NIL`

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	[View File](#)
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

`Aspect`

`Description`

`Infrastructure`

- `MOCK prioritizes quality education with modern infrastructure fostering comprehensive student development.`

`Location`

- `Strategically located in Kohima, offering a serene atmosphere amidst the bustling city.`

`Campus Facilities`

- `Wi-Fi-enabled campus supports seamless teaching-learning processes. - Surveillance cameras ensure effective monitoring and security.`
- `Outdoor solar power system provides green energy.`
- `Healthcare kiosk supported by the Directorate of Health and Family Welfare. - Wheelchair ramps enhance accessibility.`
- `Gnosophia Building houses fully ICT-enabled administrative section.`
- `Teaching Block features spacious classrooms with projectors.`
- `Multi-Purpose Hall and Auditorium facilitate academic and non-academic events.`
- `Indoor stadium and multi-purpose gym promote physical fitness and cultural activities.`
- `Separate common rooms for boys and girls equipped with audio-visual materials.`

`Water Supply`

- `Borewell and R.O. filters ensure clean water supply.`

`Cafeteria`

- `Cafeteria provides food service to faculty and students.`

`Library`

- `Automated Central Library offers easy book access and 20 Mbps`

internet bandwidth.

- Reading area, IQAC Office, Research & Publication Office, and Life Skills Room enhance academic support.
- Research and Audio Visual area enables multimedia experiences and content creation.

Computer Facilities

- Computer lab and smart seminar room equipped with projectors and software packages for practical learning.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The table now includes comprehensive information about MOCK's infrastructure and facilities, promoting student growth and engagement through cultural activities, sports, and recreational events.

Aspect

Description

Infrastructure and Facilities

- MOCK is committed to offering resourceful infrastructure for the holistic growth of students, providing adequate facilities for cultural activities, indoor and outdoor sports, as well as other student and faculty support amenities.

Multi-Purpose Hall

- ICT Enabled with projectors and laptops aiding in e-learning and extra-curricular activities.
- Excellent acoustics and sound system with four microphone-connected speakers, an amplifier, and a mixer.
- Seating capacity of 800 persons.
- Stage system light consisting of 60 lights and a mixer.
- Air conditioning system with ceiling fans.

- Six exit points in the hall.
- Generator for power backup.

Sports Training and Fitness Infrastructure

- Inbuilt indoor stadium with badminton courts used for sports, co-curricular, recreational, and cultural activities.
- Multi-purpose Gymnasium to encourage physical fitness.
- Separate common rooms for both boys and girls with audio-visual materials and indoor game facilities.

College Open Space

- Provides an area for various exhibitions and festivals, including cultural activities like music, plays, talks, art, and photography competitions.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	Nil

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

925000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The features and facilities of MOCK's Central Library.

Aspect

Description

Central Library

- **Automated Central Library enables students to locate books easily.**
- **Features property counter, librarian's cabin with circulation and processing (Issue/Return) counter, Stacks, Text-Book Section, Periodical Section, Reference Section, and Book Bank.**
- **Provides access to 20 mbps internet bandwidth for accessing e-resources via INFLIBNET to teachers and students.**
- **Equipped with SOUL 2.0 Software.**
- **Includes a Reading area for faculty and students.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

C. Any 2 of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

65000

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

38

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

MOCK's IT facilities and software infrastructure:

Aspect

Description

IT Facilities

- Robust IT facilities include a Wi-Fi Enabled Campus supporting seamless connectivity
- Information Communication and Technology Cell oversees IT facilities with dedicated faculty in the IT Department for consultancy, maintenance, and support.
- Hardware Infrastructure includes desktops/workstations, laptops, printers, LCD projectors, and networking devices.
- Computer Labs equipped with ample desktops for academic projects and practical sessions.
- Innovative teaching methods employed, such as group assignments and PowerPoint presentations, to encourage collaborative learning and exploration.

Software Infrastructure

- MOCK boasts 4 high-configuration servers facilitating fast data transmission: Windows-Based Active Directory, Kaspersky antivirus, Library OPAC, and SONET.
- Supporting these servers is a 100mbps LAN and a 2500-user capacity Wi-Fi system.
- Desktops run on various Windows operating systems including Windows 7 and7 Pro, Windows 10, and10 Pro, while laptops operate on Ubuntu.
- Most desktops have Office 2010 Pro installed, with some running Office 365 or Office 2016 Pro, and laptops utilize Open Office.
- Office automation packages and antivirus software are regularly updated, with system backups performed every three months.
- Continuous updates and monitoring of LAN and network connections are managed by the IT consultant to ensure smooth operation and security.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

550000

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

MOCK's maintenance procedures and oversight responsibilities for various facilities on campus.

Aspect

Description

Maintenance and Oversight

- MOCK ensures regular maintenance and upkeep of all infrastructural facilities.

Property and Development Committees

- Supervise maintenance with in-house experts and external agencies. - Monitor infrastructural equipment purchases and hold regular meetings for approval.

Caretaker and Outsourced Maintenance

- Caretaker oversees manual tasks, while maintenance is outsourced as needed.

Eco & Beautification Club and Campus Maintenance

- Maintain college arena.

Disaster Management Cell

- Assists in compost pit maintenance.

Solar Power System and Water Tanks Management

- Managed and serviced regularly.

RO Water Filters and Power Generator Maintenance

- Maintained by designated service providers.

Rainwater Harvesting System

- Developed for water conservation.

Facility-Specific Maintenance

- Classrooms, Multi-purpose Hall, Computer Laboratory, Research and Audio-Visual office area, Health Kiosk, Central Library, Departmental Libraries, Sports facilities, and Cafeteria operations are overseen and maintained by respective committees ensuring hygiene, functionality, and adherence to guidelines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

297

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

82

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

56

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

NIL

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

NIL

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' Council and its significant responsibilities in enhancing student engagement and fostering growth beyond academics.

Aspect

Description

Students' Council

- **The Mount Olive College Students' Council, elected through a**

ballot system by the Election Commission, comprises General Secretary, Finance Secretary, Cultural Secretary, and Representatives to various student unions.
- Collaborates with faculty and convenors to organize events and bridge communication between students and staff.

Responsibilities

- Organizing Fresher's, Teacher's Day, and Farewell events, funded by student aid fees.
- Fostering student growth beyond academics, encouraging participation in diverse activities to develop confidence and managerial skills.
- Representing the institution at other colleges and organizing competitive and in-house events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

NIL

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services

The objectives and initiatives of the Alumni Association at MOCK.

Aspect

Description

Alumni Association

- **The Alumni Association of MOCK, formed since the inception of the college, has recently applied for registration under the Society Registration Act 1860.**
- **Provides a network for engaging with the Alma Mater and brings the alumni committee on a common platform to build another channel of personal and professional support to members through "Self Help" within the community.**
- **Organizes successful reunions.**
- **Involves alumni in student development through participation in ongoing academic activities including teaching, research, workshops, conferences, and placements.**
- **Champions all relevant fundraising activities for the development of the college.**
- **Aims to promote best practices in different areas of social life for the benefit of society.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

MOCK's vision, mission, governance structure, and efforts towards societal development.

Aspect

Description

Vision and Mission

- The Vision and Mission of MOCK are to nurture, educate, and train young students to be responsible citizens in society, guided by the spirit of inclusiveness.
- Focuses on academic excellence and holistic development by inculcating spirituality, secular, and human values.

Governance Structure

- MOCK's Governing Body and the Principal work together towards designing and implementing the institutional quality policy.
- Various administrative and academic departments are effectively governed through bodies such as the Governing Body, IQAC, Committees, Cells, etc.
- Committees are formed under the Convenorship of a teacher or a non-teaching staff, comprising members from teaching, non-teaching staff, and students for overall management of activities.
- The Principal is supported by the Vice-Principal and HoDs in executing strategic and perspective plans.

Societal Development Efforts

- Strives to address the needs of society through innovative actions, plans, and policies.
- Teaching faculty and the student council make efforts to motivate students for their overall development through various co-curricular activities to contribute to society as responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and

participative management.

MOCK's decentralization, governance structure, and stakeholder involvement in various aspects of the institution's functioning.

Aspect

Description

Decentralization

- MOCK follows the practice of decentralization in academics, administration, and extra-curricular activities, reflected through a strong and efficient Organogram of Committees/Cells/Units, including IQAC, Teaching and Non-Teaching staff, and Students' Council.

- Governance Structure and Stakeholder Involvement

- All major stakeholders including the Governing Body, Principal, Vice Principal, Teaching and Non-Teaching Staff, Parents, Students, and Alumni work democratically with a sense of duties and responsibilities.
- Follows an inclusive policy of shared responsibility and utilization of human resources, ensuring maximum involvement of teachers and students.
- The Principal is assisted by the Vice Principal in managing major administrative tasks.
- Policies and plans formulated by the IQAC are executed by departments, committees, cells, and units.
- Ministerial staff, headed by the Senior Accountant, monitors the smooth functioning of the office.
- The Chairperson heads the Governing Body and also functions as the Managing Director of MOCK, actively involved in ensuring efficiency in management.
- The Students' Council, headed by the General Secretary, oversees various student activities.
- Parents provide valuable insights for the improvement of MOCK administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic planning process and the roles of key stakeholders in executing academic policies and developmental plans.

Aspect

Description

Institutional Strategic Plan

- **Developed in meetings between the Principal and faculty members of existing departments.**
- **For effective deployment, MOCK has established various Committees, Cells, and units headed by a convenor, with other teachers and student representatives as members.**
- **Each committee, cell, and unit is assigned specific responsibilities to outline the strategic plan of events and activities for the academic session, supporting growth and development in key areas.**

Roles of Principal and Governing Body

- **The Principal executes academic policies, while the Governing Body supervises and manages College Developmental plans and strategies.**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

MOCK's organizational structure and the roles of various bodies and committees in ensuring effective governance and student welfare.

Aspect

Description

Organizational Structure

- Encompasses various bodies and committees including:
  - Governing Body:Oversees college management and administration, comprising members from diverse sectors. - Principal:Assisted by Vice-Principal, HoDs, teaching, and non-teaching staff.
  - HoDs:Ensure departmental functioning, conduct meetings for curricular and extra-curricular matters.
  - Internal Quality Assurance Cell (IQAC):Monitors institution's quality enhancement and sustenance.
  - Students Council:Addresses student issues, organizes extra-curricular activities.
  - Libraries:Managed by qualified Librarian.
  - Various Committees/Clubs/Cells:Formed for academic, administrative, and extra-curricular purposes. Examples include Academic Review Committee, Career Guidance & Placement Cell, Women & Anti-Sexual Harassment Cell, Cultural Committee, and more.
  - Chaplaincy:Oversees spiritual development and counseling of students through Morning Assembly. This comprehensive structure ensures effective governance, academic excellence, and student welfare at MOCK.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

A. General Leave Benefits: 12 days Casual Leave per academic year 1 Restricted holiday per year Maternity leave with full pay for up to 2 months (maximum 2times during service) Bereavement leave Medical leave Marriage leave B. Teaching Staff Leave Benefits: Vacation leave Duty leave for conferences, meetings, etc. Compensatory leave Half Pay Leave (HPL) of 20 days per completed year Study leave for up to 3 years after 5 years of continuousservice C. Non-Teaching Leave Benefits: Earned Leave Half pay leave (HPL) of 20 days D. Other Benefits: Contributory Provident Fund (CPF) for confirmed employees Gratuity on termination of appointment Teaching Staff Welfare Fund for events like marriage,hospitalization, etc. Bank loan facilities for confirmed employees E. Faculty Development Programmes: Computer training for teachers F. Support Facilities: Canteen Grievances Redressal Cell Drinking water facilities Health Kiosk G. ICT Facilities: Wi-Fi enabled campus Smart classrooms and portable projectors Computer lab Desktop/laptop facilities in library and staff room H. Activities for Well-being: Monthly staff fellowship

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The assessment mechanism for both Teaching and Non-teaching staff at MOCK.

Aspect

Description

Staff Assessment Mechanism

- **The college assesses Teaching and Non-teaching staff through an Annual Assessment Report (AAR) on a scale of 5.**
- **For Teaching staff, assessment is conducted by respective Heads of Department, while Heads of Department are assessed by the Vice Principal.**
- **Non-teaching Staff are assessed by the Office Head Assistant.**
- **AARs for both Teaching and Non-teaching Staff are forwarded to the Principal.**
- **The Principal assesses overall performance with the help of AARs.**
- **Additionally, Teachers are assessed by Students through questionnaires on various parameters such as teaching skills, subject knowledge, motivation, work ethics, completion of syllabus, and communication skills.**
- **The IQAC evaluates these assessment reports and provides constructive feedback and corrective measures to teachers based on the analysis.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal and external financial audits conducted by the institution.

Aspect

Description

Financial Audits

- **Internal Audit:Conducted continuously after each financial year. Mount Olive College, sponsored by Sumi Baptist Church Kohima, appoints a competent audit team of 3 members appointed by the Church. The audit team submits its report to the College Governing Body, which is then forwarded to the Church for approval.**
- **External Audit:Carried out annually by a certified Chartered Accountant. The audit team, comprising senior accountants from governmental establishments, is appointed by the Church Board of Deacons.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Aspect

Description

Sources of Fund Mobilization

- **Fees from students.**
- **Public and competitive exams.**
- **Canteen Rent.**
- **Interest from Bank Accounts.**
- **Renting out College Auditorium.**

Utilization of Resources

- **Governing Body, Committees, and Boards manage funds.**
- **Fees used for College development and staff salaries.**
- **Workshops, seminars, field trips organized.**
- **Purchase & Delivery Board oversees item procurement.**
- **Transactions via cheques and approval by Chairperson.**

Academic Enhancement Initiatives

- **Conduct SWOC Analysis for departments.**
- **Implement ICT methodologies.**
- **Provide feedback for quality enhancement.**
- **Organize awareness programs on various issues.**
- **Foster student leadership through spiritual teachings.**
- **Encourage conferences and seminars.**
- **Promote life skills and ICT literacy for employability.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Aspect

Description

Role of IQAC

- **The Internal Quality Assurance Cell (IQAC) plays a vital role in ensuring quality across administrative and academic units, fostering continuous improvement.**
- **Organizes workshops, seminars, and lectures to enhance student and teacher knowledge.**
- **Encourages teachers to engage in research, attend courses, and contribute to academic publications.**
- **Promotes the use of ICT facilities to enrich classroom pedagogy.**
- **Collects feedback from stakeholders, including the Parents-Teacher Association, for improvement.**
- **Conducts student assessments of teachers and implements corrective measures.**
- **Organizes cultural programs and competitions to enrich student experiences.**
- **Addresses administrative staff needs for a conducive work environment.**
- **Conducts regular administrative audits to ensure efficiency.**
- **Fosters a democratic administration with equal opportunities for staff.**
- **Develops Annual Assessment Reports for non-teaching staff, incorporating feedback for growth.**
- **Addresses grievances of non-teaching staff to maintain a harmonious work atmosphere.**
- **Incorporates quality assurance strategies and activities into the academic calendar for institutionalization.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Aspect

Description

Academic Enhancement Initiatives

- **Conducting Academic Audits wherein departments perform SWOC Analysis to assess their performances.**
- **Implementing effective curriculum through various pedagogical methodologies including PowerPoint presentations, projects, field trips, literary-based competitions, and life skills development.**
- **Encouraging completion of curriculum through assignments, class tests, model exams, and remedial coaching classes.**
- **Providing constructive feedback from the IQAC to departments for internal quality enhancement and recommending self-evaluation and strategic planning.**
- **Organizing awareness programs on current issues like mental health, gender equity, environment protection, sustainability, campus maintenance, cleanliness, HIV/AIDS awareness, tobacco control, and blood donation. - Providing spiritual and moral teachings through Morning Assembly and Evangelical Union fellowships with increased student participation as leaders and presenters.**
- **Encouraging departments to organize conferences and seminars. - Promoting life skills and ICT literacy to enhance employability and self-dependency.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Mount Olive College is a co-ed institution where gender equity is emphasized without discrimination.

- **The women & Anti-Sexual Harassment Cell and Anti-ragging cellplay a critical role in fostering gender sensitivity on campus.**
- **The College Grievance Redressal Cell looks into the grievances of the students while the counselling and guidance for students are provided through the Mentor-Mentee programme.**
- **Separate common rooms for boys and girls are provided.**
- **CCTV cameras are fixed at strategic points inside the classrooms and on the campus to ensure the security of the institution.**
- **All students and staff wear their ID cards at all times to ensure non-entry of any unauthorized persons through the 2 main gates.**
- **The Women & Anti-Sexual Harassment Cell have also organized various awareness orientation programmes, lectures and**

workshops for all the students, teaching and non-teaching staff on the issue of sexual harassment at the work place.

- The Women & Anti-Sexual Harassment Cell and the Anti Ragging Cell strives to create a conducive environment in the college where every student irrespective of gender differences are treated with respect and dignity.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college adheres to the waste management rules as regulated by the Government.

Solid Waste Management:

- According to the implementation of Municipal Solid Waste(Management and Handling) rules 2000 by August 31, 2003, byULBs, the college follows the Solid Waste Management asprovided by Kohima Municipal Council (KMC order No. KMC/ACM-01/2011/847) through proper registration: Daklane Panchayat Sanitation Committee MOCK/House No. 71/Sector 1

- **The solid wastes are collected in waste bins which are kept at different points. Such wastes collected are disposed off through the area/colony sanitation truck which is managed by the Kohima Municipal Council.**
- **The accumulated unwanted papers are disposed of through the waste dealers for the recycling process.**
- **Awareness talks on Recycling are held on plastic waste, foodwaste and menstrual waste.**
- **Students are encouraged to use recycled textbooks/materials through Book Bank donated by alumni and well-wishers.**

Liquid Waste Management:

- **The college has a good drainage system to dispose of its Liquid wastes.**
- **The college provides Indian style toilets to reduce water wastage.**

E-waste:

- **According to the standards set down in the E-Waste(Management) Rules, 2016 and amendments thereafter, the college has all its materials/equipment channelized for recycling purposes.**
- **It disposes off its E-waste through recycling agencies.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment   **B. Any 3 of the above**

**with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment   5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college fosters an inclusive environment, promoting tolerance and harmony among students of diverse backgrounds:

- **Admissions are based solely on merit, welcoming students from various cultural and regional backgrounds.**
- **Morning assemblies instill values of responsibility, social harmony, and national integration.**
- **Cultural events like the Annual Cultural Day provide a platform for showcasing diversity through dances, songs, and attire.**
- **Observance of general holidays of all religious occasions fosters inclusivity and respect for diverse beliefs.**
- **Various activities organized by committees promote ethical, cultural, and spiritual values among students and staff.**
- **Commemorative days are celebrated to nurture emotional and religious sentiments, fostering a sense of unity and social harmony.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mount Olive College is committed to educating students and staff on the values, rights, duties, and responsibilities outlined inthe Indian Constitution. Various activities are organized toachieve this goal:

- **The Department of Political Science conducts seminars, talks,and essay writing competitions to raise awareness about constitutional rights and entitlements, as well as Gandhian principles in nation-building.**
- **Campus ambassadors and nodal officers are appointed to theoffice of the District Election Officer, Kohima, Nagaland, topromote civic engagement and participation in the electoralprocess.**
- **National Unity Day and Constitution Day are observed, with activities such as reading the Preamble, reaffirming the commitment to national integration and constitutional values.**
- **The National Cadet Corps (NCC) unit and National ServiceScheme (NSS) unit play active roles in promoting patriotism, community service, and cleanliness drives.**
- **Units like the Eco and Beautification Club and Campus Maintenance Hygiene and Sanitation raise awareness about environmental conservation and cleanliness, aligning with the ideals of Swachh Bharat Abhiyan.**
- **These initiatives reflect the college's belief that as an educational institution, it has a responsibility to instill awareness of constitutional values and promote civic engagement among its students and staff.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Mount Olive College recognizes and commemorates various important dates, events, and festivals to uphold its values and aspirations.Through organized programs, the institution promotes awareness and action on significant global issues:

- **International Women's Day: Celebrated to advocate for gender equity and end violence against women.**
- **World No Tobacco Day: Raises awareness about the harmful effects of tobacco through talks and campaigns.**
- **World Environment Day: Focuses on environmental conservation and sustainability.**
- **International Yoga Day and Mental Health Day: Emphasizes physical and mental well-being, promoting preventive measures and treatment of mental health conditions.**
- **World Blood Donor's Day: Encourages blood donation to save lives.**
- **World Youth Skills Day: Conducts workshops and training sessions to equip young people with skills for employment.**
- **Teachers' Day: Acknowledges the valuable contribution of**

teachers to society.
- **NSS Day: Engages in social work and community service activities.**
- **National Integration Day: Affirms unity in diversity.**
- **Indian Constitution Day: Reads the Preamble to honor the principles of the Constitution.**
- **World Red Cross Day: Organized by the Red Ribbon Club to highlight humanitarian efforts.**
- **Mahatma Gandhi's Birth Anniversary: Commemorated with essay writing competitions.**
- **Christmas: Celebrated with messages, carol singing, gift exchange, and feasting, honoring the tradition of Christmas.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The summary of the practices implemented at Mount Olive College includes: 1. Sustainable Environment: Go Green, Go Clean, Go Fit Objective: To educate students on conservation and environmental protection, fostering eco-friendly practices. Activities: Organizing campus clean-ups, plantation drives, waste segregation initiatives, and utilizing solar energy and rain water harvesting facilities. Challenges: Continuous monitoring of waste management andthe need for adequate resources and training programs. Overall Impact: Reflects the college's commitment to sustainability and creating a cleaner, greener campus environment. 2. Holistic Health: A Requisite, an Asset Objective: To promote physical, mental, and spiritual well-being among students and staff. Activities: Conducting health-related programs, mental health awareness talks, spiritual guidance sessions, and signing MOUs with health authorities. Challenges: Monitoring tobacco vendors, addressing drainage issues, and ensuring continued support and resources. Overall Impact: Contributes to the holistic well-being of the college community, fostering a healthy and vibrant environment.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Mount Olive College prioritizes the development of life skills among its students, recognizing the importance of education beyond academics.

- **The college's Skill Development Cell is dedicated to fostering practical experience and fieldwork to nurture talents and skills, aiming to make students employable assets for the state and country. It encourages curiosity, practical initiation, and the polishing of hobbies that can become valuable skills.**
- **Through various workshops and events, such as Skill for the Planet, Green Canvas, and Skills of the Future workshops, thecollege enlightens students about important topics like sustainability, recycling, and future skills.**
- **Collaborative initiatives, like Les Creative Hands Pop-Upsale, promote holistic development and self-reliance amongstudents.**
- **The college also organizes events like the Tea Workshop andOnline Skill Potpourri Contest to engage students andencourage productivity.**
- **A survey conducted by the Skill Development Cell helps align future initiatives with student interests. Exhibitions like the Skill Fiesta provide students with a platform to showcase their talents and entrepreneurial skills.**

Mount Olive College aims to work closely with students to help them realize their dreams and visions of growth and success.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

This table provides a structured overview of the various aspects of MOCK's academic and administrative endeavors.

Aspect

Description

Affiliated

Affiliated college of Nagaland University

Syllabus Adherence

Adheres to Nagaland University's sanctioned syllabus

Academic Calendar and Timetable

Academic calendar and weekly timetable incorporatingacademic and co-curricular activities

Infrastructure

Technologically advanced infrastructure including a well-equipped library

Academic Records

Teachers maintain lesson plans and daily class records in logbooks, subject to scrutiny by Heads of Departments and college administration

Teaching Methods

Faculty use audio-visual aids and ICT facilities alongside traditional pedagogical methods

FacultyDevelopment

Faculty actively participate in research and faculty development programmes to contribute to curriculum development and evaluation at Nagaland University

Classroom Systems

Offers both offline and online classroom systems

Internal Assessment Methods

Academic Review Committee oversees internal assessment methods such as exams, class tests, quizzes, paper presentations, and assignment evaluations aimed at gauging students' comprehension levels

RemedialSupports

Remedial Coaching Cell provides coaching classes to support struggling students identified through regular meetings conducted by the Academic Review Committee

Experiential Learning

Field trips and projects integrated into the curriculum to facilitate experiential learning

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

This tableincludes additional aspects of MOCK's academic and administrative operations:

Aspect

Description

Academic Calendar

Delineates a comprehensive schedule encompassing academic, co-curricular, and administrative activities, examination periods, and recesses. - Harmonizes with Nagaland University and Government of India mandates. - Disseminates crucial information during orientation sessions.

Staff Meetings

Monthly staff meetings, both instructional and administrative, ensure seamless execution of educational processes, emphasizing Continuous Internal Evaluation (CIE).

Lesson Plans

Faculty members devise lesson plans aligned with the prescribed timetable, subject to scrutiny by departmental heads and college authorities.

Assessment Schedule

Sets dates for evaluation events including assessments, assignment submission deadlines, and feedback and grading days in the academic calendar.

Assessment Guidelines

Guidelines for assessments, including teaching sessions, presentations, evaluations, and assignments, are communicated well in advance to foster preparedness.

Mentor-Mentee Sessions

Dedicated Mentor-Mentee sessions and daily Remedial Coaching Classes are strategically integrated within the academic framework to provide tailored academic support at an individual level.

Extra-curricular Engagements

The calendar accommodates a diverse array of extra-curricular engagements, notably highlighted by College Week, showcasing athletic, cultural, literary, spiritual, and entrepreneurial endeavors.

Semester Breaks

Scheduled semester breaks offer students an opportunity for rejuvenation and mental respite.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The additional aspects of MOCK's commitment to student engagement, academic offerings, and institutional values:

Aspect

Description

Student Engagement with Socio-Cultural Issues

MOCK demonstrates a commitment to student engagement with socio-cultural issues through various events and outreach programs.

Choice Based Credit System (CBCS)

Offers a CBCSallowing students to select from a range of Generic Electives, Skill Enhancement Courses, and Ability Enhancement Compulsory Courses across departments.

Courses enable critical analysis of gender, environment, human values, and ethics.

Committees

Various committees within MOCK organize socially relevant activities covering areas such as NSS, NCC, Youth Red Cross, Red Ribbon Club, Anti-Tobacco Cell, Cultural Committee, Literary Club, Eco & Beautification Club, Students' Welfare Health Committee, Students' Affairs, MOCK Students' Council, Skill Development Assembly & EU Committee, Campus Maintenance, Hygiene & Sanitation Committee, Disaster Management Cell, Alumni Association Committee, Research & Publication Committee, Grievance Redressal Cell, Women & Anti-Sexual Harassment Cell, and Anti-Ragging Cell.

Emphasis on Gender Equality, Human Values,Environmental Sustainability

Significant emphasis placed on gender equality, human values, and environmental sustainability.

Infrastructure planning prioritizes environmental conservation and accessibility for students with disabilities.

Students educated on proper referencing in assignments and intellectual property rights to deter plagiarism.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

380

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

254

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Aspect

Description

Continuous Evaluation System

- **Comprehensive continuous evaluation system assesses students' learning levels, focusing on both Quality and Values.**
- **Values assessment includes principles such as discipline, conscience, dignity of labor, respect for religion and culture, and community participation.**

Assessment Components

- **Assessment components includeGroup Discussions, Assignments, Seminars, Quizzes, Tests, Projects, and Examinations, evaluating outcomes at both course and program levels.**

Academic Review and Support

- **Faculty members and committees such as the Academic Review Committee, Curriculum Committee, Mentoring Committee, and Remedial Coaching Cell regularly review academic progress and provide guidance for improvement.**
- **Teacher-student interactions and Parent-Teacher Meetings aid in identifying different levels of learners.**

Support for Slow and Underperforming Learners

- **Special measures implemented to support slow and underperforming learners including innovative pedagogical**

practices, daily Remedial and Tutorial Classes, extra sessions, bilingual explanations, peer learning, reading materials, personal counseling, and continuous assessment.

Programs for Advanced Learners

- **Advanced learners identified through academic and extra-curricular activities.**
- **Encouraged to participate in competitions, assist peers, engage in advanced readings, and monitored and motivated towards achieving higher accomplishments.**
- **Meritorious students recognized with certificates and scholarships.**

Empowerment of Average Students

- **Efforts made to empower average students by monitoring their progress and providing continuous motivation to realize their potential.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
254	**20**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The methods implemented by the college to nurture students' potential and cultivate their leadership abilities.

Aspect

Description

Nurturing Leadership and Potential

Dedicated to nurturing students' potential and cultivating their leadership abilities to become catalysts for societal change.

Industrial Visits

Departments arrange trips to corporations, merging theory with practice and enhancing students' interpersonal skills.

Entrepreneurship Support

Collaboration with the Skill Development Cell provides a platform for entrepreneurial endeavors, exposing students to real-world environments.

Independent Research

The Skill Development Cell facilitates research projects, empowering students to address social issues through surveys and data collection.

Skill Fiesta

An annual event showcases student talents, fostering creativity and self-expression.

Educational Trips

Visits to parks and heritage sites deepen understanding beyond the classroom.

ICT Utilization

Students employ technology for research and presentations, enhancing digital literacy.

Interactive Learning

Discussions, debates, and group presentations encourage active participation.

Team Projects

Practical subjects include collaborative projects, promoting teamwork.

Publication Opportunities

Departments publish bulletins and magazines, honing communication skills.

Life Skills Development

Dedicated sessions on Saturdays fill knowledge gaps and provide a competitive edge.

Career Guidance

Workshops and counseling sessions prepare students for future endeavors.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Aspect

Description

Technological Integration

- **MOCK prioritizes technological integration for modern teaching and learning methods, recognizing ICT as a powerful tool for knowledge acquisition and effective idea presentation.**

Wi-Fi Enabled Campus

- **Ensuring continuous internet connectivityfacilitating access to updated information and resources.**

ICT Enabled Facilities

- Equipped with modern infrastructure including auditoriums and classrooms with projectors, laptops, and microphone-connected speakers, fostering e-learning experiences.
- Automated Library featuring an automated system for easy book location and access to e-resources via INFLIBNET, supported by SOUL 2.0 Software, enhancing research capabilities.
- Well-equipped computer labs catering to practical components of teaching, providing a conducive environment for both students and teachers.

Hybrid Classroom Approach

- Embracing a Flipped Classroom model, combining offline and online systems using platforms such as Google Classroom, Meet, and Zoom for enhanced flexibility.

ICT Integration in Teaching

- Utilizing audio-visual aids, Power-Point presentations, and interactive tools alongside traditional methods, ensuring engaging and effective teaching-learning experiences.

Teacher Development

- The Information Communication Technology Cell (ICTC) oversees teachers' skill development in utilizing digital tools to maintain high academic standards.

Environmental Sustainability

- Emphasizing eco-friendly practices, the institution encourages the use of e-books, e-notes, and digital materials to reduce paper consumption, promoting accessibility and cost-effectiveness for students.

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year)

2.3.3.1 - Number of mentors

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**No File Uploaded**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Aspect

Description

Assessment Guidelines

- **Adheres to assessment guidelines stipulated by Nagaland University. - Includes Internal Assessment and End Term Examination systems.**
- **Implements a Credit System and Grading System as per university regulations.**
- **Utilizes a Choice Based Credit System (CBCS) in selective areas.**

Internal Assessment

- **Conducted and evaluated by the college, accounting for 30 marks per semester. - Involves various activities such as tests, assignments, seminars, and projects.**
- **Designed to ensure transparency in evaluation methods by teachers.**
- **Oversight by the Academic Review Committee to uphold comprehension standards and fair evaluation practices.**

End Term Examination

- **Constitutes 70 marks per semester and conducted by the**

University.

Credit System

- **Students must earn a minimum number of credits for Pass and Honours Courses, varying by stream.**
- **Total marks range from 1200/1400 for Pass and Honours Courses across all streams.**

Grading System

- **Utilizes a Seven Point Grading System ranging from 'O' Grade for 80% and above to 'F' Grade for below 45%.**

Choice Based Credit System (CBCS)

- **Implemented in selective areas, transitioning from the annual examination system.**

Student Support

- **Regular assignments, tests, Remedial Coaching, and Tutorial Classes support student improvement.**
- **Mentoring Committee aids weaker learners, fostering a supportive academic environment.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

MOCK's system for handling examination-related grievances and ensuring transparency and fairness in the evaluation process.

Aspect

Description

Examination Grievance Redressal

- **Well-defined system in place to deal with examination-related grievances.**

Grievance Redressal Cell

- Assists in monitoring grievances related to examinations.

Faculty Response to Grievances

- Faculty addresses rightful grievances of students regarding marks obtained in internal assessment.

Feedback and Evaluation

- Evaluated papers related to internal examination (class tests, assignments, projects, etc.) are returned to students with detailed remarks and suggestions for improvement.
- Queries regarding feedback and evaluation are addressed by respective teachers.

Review of Internal Assessment Marks

- Final Internal Assessment marks are reviewed by Departments.

Academic Review Committee

- Looks into discrepancies in Internal Assessment marks and ensures transparency and objectivity.

Reporting Errors

- Any errors detected in the final mark-sheet despite rigorous scrutiny are promptly reported to the University by the College.

Opportunity for Student Review

- Marks are sent to the university only after each student has been given ample opportunity and time to review and register complaints.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

MOCK's approach to learning outcomes, including communication strategies, orientation programs, and professional development initiatives for faculty.

Aspect

Description

Learning Outcomes

- Fundamental component of MOCK's vision, mission, and objectives.
- Adopts Programme Outcomes and Course Outcomes for all programs in accordance with affiliated University guidelines.
- Effectively communicated to stakeholders through various channels including college boards, magazines, bulletins, and publications distributed during conferences and seminars.
- An annually updated prospectus details program and course outcomes.

Orientation Programs

- Teachers briefed on outcomes during orientation programs at the start of each session.
- Students receive orientation on course-specific outcomes through discussions, expert lectures, and practical sessions.

Communication Channels

- Information disseminated through physical circulars and the institution's website.
- Assessment models for both internal and external examinations are communicated to students.

Professional Development

- Teachers participate in workshops, seminars, conferences, and Faculty Development Programs (FDPs) to enhance their

ability to achieve outcomes in teaching-learning processes.
- Successful alumni invited to share experiences with current students and faculty, providing insights into how their courses influenced their careers and aligning current students with course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The methods employed by MOCK:

Aspect

Description

Assessment Methods

- To evaluate student performance and measure the attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs).

End Semester Examinations

- Conducted by Nagaland University, these examinations follow a direct evaluation process, assessing POs based on course attainment levels set by the program.

External Assessment

- Practical examinations evaluated by external experts appointed by the University.

Internal Assessments

- Aligned with POs and PSOs, include assignments, class tests, quizzes, MCQs, analytical tests, open book tests, classroom presentations, and individual/group projects conducted on a continuous basis before semester-end

examinations.

Teacher-designed Evaluation Methods

- Teachers design evaluation methods aligned with POs. Methods include interactive sessions, group discussions, presentations, and assignments.

Assessment for Add-On/Certificate Courses

- External monitoring for courses like the Course on Computer Concepts (CCC) under NIELIT is conducted by NIELIT through centralized examinations.
- The IT Department monitors student progress to measure course outcomes for other Skill Development Courses offered by MOCK.

Additional Aspects

- Stakeholder Feedback
  - Feedback gathered from students, alumni, employers, and parents used to assess program outcome attainment and teaching-learning impact.
- Career Guidance & Placement Cell
  - Monitors student employability post-degree, aligning with POs. Tracks student progression to higher education institutions.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

82

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/file/d/1g8ptgWplQfgrQLezZOFTchkZkjYAsZyh/vi ew?usp=drivesdk

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

200000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

21

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NILNIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

MOCK believes that community and classroom activitiesinvolving social issues can help raise awareness for theseproblems. It not only delves into the discussion of thesocietal problems but also in making progress by fixing suchissues. Therefore, it organizes extension activities for theneighbourhood community. Apart from sensitizing the academic problems, it alsosensitizes the students about the community issues, genderinequality, climate change, health care availability, mentalhealth problems, ragging, social inequity, etc. for holisticdevelopment and to inculcate social values and commitment tosociety. MOCK has various committees under the supervision of theconvenor to monitor and document the academic andextracurricular work. The reports of each committee aremonitored thereby compiling its response in a systematicmanner. COMMITTEE/CLUB /CELL: Eco & Beautification Club, Anti-Ragging Cell Women & Anti Sexual Harassment Cell GrievanceRedressal Cell, National Social Service (NSS), Unit NationalCadets Corps (NCC)Unit, Youth Red Cross, Cultural Committee,Campus Maintenance, Hygiene & Sanitation Committee, DisasterManagement Cell, Mentoring Committee, Remedial Coaching Cell,Students' Welfare Skill Development, Red Ribbon Club, AntiTobacco Cell, Health Committee, Students' Affairs, Students'Council, Coaching Cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

NIL

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

NIL

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`1`

File Description	Documents
e-copies of linkage related Document	[View File](#)
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

`NIL`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

`Aspect`

`Description`

`Infrastructure`

- **MOCK prioritizes quality education with modern infrastructure fostering comprehensive student development.**

`Location`

- **Strategically located in Kohima, offering a serene atmosphere amidst the bustling city.**

`Campus Facilities`

- **Wi-Fi-enabled campus supports seamless teaching-learning processes. - Surveillance cameras ensure effective monitoring and security.**
- **Outdoor solar power system provides green energy.**
- **Healthcare kiosk supported by the Directorate of Health and Family Welfare. - Wheelchair ramps enhance accessibility.**
- **Gnosophia Building houses fully ICT-enabled administrative section.**
- **Teaching Block features spacious classrooms with projectors.**
- **Multi-Purpose Hall and Auditorium facilitate academic and non-academic events.**
- **Indoor stadium and multi-purpose gym promote physical fitness and cultural activities.**
- **Separate common rooms for boys and girls equipped with audio-visual materials.**

`Water Supply`

- **Borewell and R.O. filters ensure clean water supply.**

`Cafeteria`

- **Cafeteria provides food service to faculty and students.**

`Library`

- **Automated Central Library offers easy book access and 20 Mbps internet bandwidth.**
- **Reading area, IQAC Office, Research & Publication Office, and Life Skills Room enhance academic support.**
- **Research and Audio Visual area enables multimedia experiences and content creation.**

Computer Facilities

- **Computer lab and smart seminar room equipped with projectors and software packages for practical learning.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The table now includes comprehensive information about MOCK's infrastructure and facilities, promoting student growth and engagement through cultural activities, sports, and recreational events.

Aspect

Description

Infrastructure and Facilities

- **MOCK is committed to offering resourceful infrastructure for the holistic growth of students, providing adequate facilities for cultural activities, indoor and outdoor sports, as well as other student and faculty support amenities.**

Multi-Purpose Hall

- **ICT Enabled with projectors and laptops aiding in e-learning and extra-curricular activities.**
- **Excellent acoustics and sound system with four microphone-connected speakers, an amplifier, and a mixer.**
- **Seating capacity of 800 persons.**

- **Stage system light consisting of 60 lights and a mixer.**
- **Air conditioning system with ceiling fans.**
- **Six exit points in the hall.**
- **Generator for power backup.**

Sports Training and Fitness Infrastructure

- **Inbuilt indoor stadium with badminton courts used for sports, co-curricular, recreational, and cultural activities.**
- **Multi-purpose Gymnasium to encourage physical fitness.**
- **Separate common rooms for both boys and girls with audio-visual materials and indoor game facilities.**

College Open Space

- **Provides an area for various exhibitions and festivals, including cultural activities like music, plays, talks, art, and photography competitions.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

925000

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The features and facilities of MOCK's Central Library.

Aspect

Description

Central Library

- **Automated Central Library enables students to locate books easily.**
- **Features property counter, librarian's cabin with circulation and processing (Issue/Return) counter, Stacks, Text-Book Section, Periodical Section, Reference Section, and Book Bank.**
- **Provides access to 20 mbps internet bandwidth for accessing e-resources via INFLIBNET to teachers and students.**
- **Equipped with SOUL 2.0 Software.**
- **Includes a Reading area for faculty and students.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

65000

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

38

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

MOCK's IT facilities and software infrastructure:

Aspect

Description

IT Facilities

- Robust IT facilities include a Wi-Fi Enabled Campus supporting seamless connectivity
- Information Communication and Technology Cell oversees IT facilities with dedicated faculty in the IT Department for consultancy, maintenance, and support.
- Hardware Infrastructure includes desktops/workstations, laptops, printers, LCD projectors, and networking devices.
- Computer Labs equipped with ample desktops for academic projects and practical sessions.
- Innovative teaching methods employed, such as group assignments and PowerPoint presentations, to encourage collaborative learning and exploration.

Software Infrastructure

- MOCK boasts 4 high-configuration servers facilitating fast data transmission: Windows-Based Active Directory, Kaspersky antivirus, Library OPAC, and SONET.
- Supporting these servers is a 100mbps LAN and a 2500-user capacity Wi-Fi system.
- Desktops run on various Windows operating systems including Windows 7 and7 Pro, Windows 10, and10 Pro, while laptops operate on Ubuntu.
- Most desktops have Office 2010 Pro installed, with some running Office 365 or Office 2016 Pro, and laptops utilize Open Office.
- Office automation packages and antivirus software are regularly updated, with system backups performed every three months.
- Continuous updates and monitoring of LAN and network connections are managed by the IT consultant to ensure smooth operation and security.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 – 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

550000

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

MOCK's maintenance procedures and oversight responsibilities for various facilities on campus.

Aspect

Description

Maintenance and Oversight

- MOCK ensures regular maintenance and upkeep of all infrastructural facilities.

Property and Development Committees

- Supervise maintenance with in-house experts and external agencies. - Monitor infrastructural equipment purchases and hold regular meetings for approval.

Caretaker and Outsourced Maintenance

- Caretaker oversees manual tasks, while maintenance is outsourced as needed.

Eco & Beautification Club and Campus Maintenance

- Maintain college arena.

Disaster Management Cell

- Assists in compost pit maintenance.

Solar Power System and Water Tanks Management

- Managed and serviced regularly.

RO Water Filters and Power Generator Maintenance

- Maintained by designated service providers.

Rainwater Harvesting System

- Developed for water conservation.

Facility-Specific Maintenance

- **Classrooms, Multi-purpose Hall, Computer Laboratory, Research and Audio-Visual office area, Health Kiosk, Central Library, Departmental Libraries, Sports facilities, and Cafeteria operations are overseen and maintained by respective committees ensuring hygiene, functionality, and adherence to guidelines.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

297

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

82

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

56

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

NIL

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

NIL

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' Council and its significant responsibilities in enhancing student engagement and fostering growth beyond academics.

Aspect

Description

Students' Council

- **The Mount Olive College Students' Council, elected through a ballot system by the Election Commission, comprises General Secretary, Finance Secretary, Cultural Secretary, and Representatives to various student unions.**
- **Collaborates with faculty and convenors to organize events and bridge communication between students and staff.**

Responsibilities

- **Organizing Fresher's, Teacher's Day, and Farewell events, funded by student aid fees.**
- **Fostering student growth beyond academics, encouraging participation in diverse activities to develop confidence and managerial skills.**
- **Representing the institution at other colleges and organizing competitive and in-house events.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

NIL

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The objectives and initiatives of the Alumni Association at MOCK.

Aspect

Description

Alumni Association

- **The Alumni Association of MOCK, formed since the inception of the college, has recently applied for registration under the Society Registration Act 1860.**
- **Provides a network for engaging with the Alma Mater and brings the alumni committee on a common platform to build another channel of personal and professional support to members through "Self Help" within the community.**
- **Organizes successful reunions.**
- **Involves alumni in student development through participation in ongoing academic activities including teaching, research, workshops, conferences, and placements.**
- **Champions all relevant fundraising activities for the development of the college.**
- **Aims to promote best practices in different areas of social life for the benefit of society.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

MOCK's vision, mission, governance structure, and efforts towards societal development.

Aspect

Description

Vision and Mission

- **The Vision and Mission of MOCK are to nurture, educate, and train young students to be responsible citizens in society, guided by the spirit of inclusiveness.**
- **Focuses on academic excellence and holistic development by inculcating spirituality, secular, and human values.**

Governance Structure

- **MOCK's Governing Body and the Principal work together towards designing and implementing the institutional quality policy.**
- **Various administrative and academic departments are effectively governed through bodies such as the Governing Body, IQAC, Committees, Cells, etc.**
- **Committees are formed under the Convenorship of a teacher or a non-teaching staff, comprising members from teaching,**

- non-teaching staff, and students for overall management of activities.
- The Principal is supported by the Vice-Principal and HoDs in executing strategic and perspective plans.

Societal Development Efforts

- Strives to address the needs of society through innovative actions, plans, and policies.
- Teaching faculty and the student council make efforts to motivate students for their overall development through various co-curricular activities to contribute to society as responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

MOCK's decentralization, governance structure, and stakeholder involvement in various aspects of the institution's functioning.

Aspect

Description

Decentralization

- MOCK follows the practice of decentralization in academics, administration, and extra-curricular activities, reflected through a strong and efficient Organogram of Committees/Cells/Units, including IQAC, Teaching and Non-Teaching staff, and Students' Council.

- Governance Structure and Stakeholder Involvement

- All major stakeholders including the Governing Body, Principal, Vice Principal, Teaching and Non-Teaching Staff, Parents, Students, and Alumni work democratically with a sense of duties and responsibilities.
- Follows an inclusive policy of shared responsibility and

- utilization of human resources, ensuring maximum involvement of teachers and students.
- The Principal is assisted by the Vice Principal in managing major administrative tasks.
- Policies and plans formulated by the IQAC are executed by departments, committees, cells, and units.
- Ministerial staff, headed by the Senior Accountant, monitors the smooth functioning of the office.
- The Chairperson heads the Governing Body and also functions as the Managing Director of MOCK, actively involved in ensuring efficiency in management.
- The Students' Council, headed by the General Secretary, oversees various student activities.
- Parents provide valuable insights for the improvement of MOCK administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic planning process and the roles of key stakeholders in executing academic policies and developmental plans.

Aspect

Description

Institutional Strategic Plan

- Developed in meetings between the Principal and faculty members of existing departments.
- For effective deployment, MOCK has established various Committees, Cells, and units headed by a convenor, with other teachers and student representatives as members.
- Each committee, cell, and unit is assigned specific responsibilities to outline the strategic plan of events and activities for the academic session, supporting growth and development in key areas.

Roles of Principal and Governing Body

- **The Principal executes academic policies, while the Governing Body supervises and manages College Developmental plans and strategies.**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

MOCK's organizational structure and the roles of various bodies and committees in ensuring effective governance and student welfare.

Aspect

Description

Organizational Structure

- **Encompasses various bodies and committees including:**
    - **Governing Body:Oversees college management and administration, comprising members from diverse sectors. - Principal:Assisted by Vice-Principal, HoDs, teaching, and non-teaching staff.**
    - **HoDs:Ensure departmental functioning, conduct meetings for curricular and extra-curricular matters.**
    - **Internal Quality Assurance Cell (IQAC):Monitors institution's quality enhancement and sustenance.**
    - **Students Council:Addresses student issues, organizes extra-curricular activities.**
    - **Libraries:Managed by qualified Librarian.**
    - **Various Committees/Clubs/Cells:Formed for academic, administrative, and extra-curricular purposes. Examples include Academic Review Committee, Career Guidance & Placement Cell, Women & Anti-Sexual Harassment Cell, Cultural Committee, and more.**
    - **Chaplaincy:Oversees spiritual development and**

counseling of students through Morning Assembly. This comprehensive structure ensures effective governance, academic excellence, and student welfare at MOCK.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

A. General Leave Benefits: 12 days Casual Leave per academic year 1 Restricted holiday per year Maternity leave with full pay for up to 2 months (maximum 2times during service) Bereavement leave Medical leave Marriage leave B. Teaching Staff Leave Benefits: Vacation leave Duty leave for conferences, meetings, etc. Compensatory leave Half Pay Leave (HPL) of 20 days per completed year Study leave for up to 3 years after 5 years of continuousservice C. Non-Teaching Leave Benefits: Earned Leave Half pay leave (HPL) of 20 days D. Other Benefits: Contributory Provident Fund (CPF) for confirmed employees Gratuity on termination of appointment Teaching Staff Welfare Fund for events like marriage,hospitalization, etc. Bank loan facilities for

confirmed employees E. Faculty Development Programmes: Computer training for teachers F. Support Facilities: Canteen Grievances Redressal Cell Drinking water facilities Health Kiosk G. ICT Facilities: Wi-Fi enabled campus Smart classrooms and portable projectors Computer lab Desktop/laptop facilities in library and staff room H. Activities for Well-being: Monthly staff fellowship

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The assessment mechanism for both Teaching and Non-teaching staff at MOCK.

Aspect

Description

Staff Assessment Mechanism

- **The college assesses Teaching and Non-teaching staff through an Annual Assessment Report (AAR) on a scale of 5.**
- **For Teaching staff, assessment is conducted by respective Heads of Department, while Heads of Department are assessed by the Vice Principal.**
- **Non-teaching Staff are assessed by the Office Head Assistant.**
- **AARs for both Teaching and Non-teaching Staff are forwarded to the Principal.**
- **The Principal assesses overall performance with the help of AARs.**
- **Additionally, Teachers are assessed by Students through questionnaires on various parameters such as teaching skills, subject knowledge, motivation, work ethics, completion of syllabus, and communication skills.**
- **The IQAC evaluates these assessment reports and provides constructive feedback and corrective measures to teachers based on the analysis.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal and external financial audits conducted by the institution.

Aspect

Description

Financial Audits

- **Internal Audit:Conducted continuously after each financial year. Mount Olive College, sponsored by Sumi Baptist Church Kohima, appoints a competent audit team of 3 members appointed by the Church. The audit team submits its report to the College Governing Body, which is then forwarded to the Church for approval.**
- **External Audit:Carried out annually by a certified Chartered Accountant. The audit team, comprising senior accountants from governmental establishments, is appointed by the Church Board of Deacons.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Aspect

Description

Sources of Fund Mobilization

- **Fees from students.**
- **Public and competitive exams.**
- **Canteen Rent.**

- **Interest from Bank Accounts.**
- **Renting out College Auditorium.**

Utilization of Resources

- **Governing Body, Committees, and Boards manage funds.**
- **Fees used for College development and staff salaries.**
- **Workshops, seminars, field trips organized.**
- **Purchase & Delivery Board oversees item procurement.**
- **Transactions via cheques and approval by Chairperson.**

Academic Enhancement Initiatives

- **Conduct SWOC Analysis for departments.**
- **Implement ICT methodologies.**
- **Provide feedback for quality enhancement.**
- **Organize awareness programs on various issues.**
- **Foster student leadership through spiritual teachings.**
- **Encourage conferences and seminars.**
- **Promote life skills and ICT literacy for employability.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Aspect

Description

Role of IQAC

- **The Internal Quality Assurance Cell (IQAC) plays a vital role in ensuring quality across administrative and academic units, fostering continuous improvement.**
- **Organizes workshops, seminars, and lectures to enhance student and teacher knowledge.**
- **Encourages teachers to engage in research, attend courses, and contribute to academic publications.**
- **Promotes the use of ICT facilities to enrich classroom**

pedagogy.

- Collects feedback from stakeholders, including the Parents-Teacher Association, for improvement.
- Conducts student assessments of teachers and implements corrective measures.
- Organizes cultural programs and competitions to enrich student experiences.
- Addresses administrative staff needs for a conducive work environment.
- Conducts regular administrative audits to ensure efficiency.
- Fosters a democratic administration with equal opportunities for staff.
- Develops Annual Assessment Reports for non-teaching staff, incorporating feedback for growth.
- Addresses grievances of non-teaching staff to maintain a harmonious work atmosphere.
- Incorporates quality assurance strategies and activities into the academic calendar for institutionalization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Aspect

Description

Academic Enhancement Initiatives

- Conducting Academic Audits wherein departments perform SWOC Analysis to assess their performances.
- Implementing effective curriculum through various pedagogical methodologies including PowerPoint presentations, projects, field trips, literary-based competitions, and life skills development.
- Encouraging completion of curriculum through assignments, class tests, model exams, and remedial coaching classes.
- Providing constructive feedback from the IQAC to

- **departments for internal quality enhancement and recommending self-evaluation and strategic planning.**
- **Organizing awareness programs on current issues like mental health, gender equity, environment protection, sustainability, campus maintenance, cleanliness, HIV/AIDS awareness, tobacco control, and blood donation. - Providing spiritual and moral teachings through Morning Assembly and Evangelical Union fellowships with increased student participation as leaders and presenters.**
- **Encouraging departments to organize conferences and seminars. - Promoting life skills and ICT literacy to enhance employability and self-dependency.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Mount Olive College is a co-ed institution where gender equity is emphasized without discrimination.

- **The women & Anti-Sexual Harassment Cell and Anti-ragging cellplay a critical role in fostering gender sensitivity on campus.**
- **The College Grievance Redressal Cell looks into the grievances of the students while the counselling and guidance for students are provided through the Mentor-Mentee programme.**
- **Separate common rooms for boys and girls are provided.**
- **CCTV cameras are fixed at strategic points inside the classrooms and on the campus to ensure the security of the institution.**
- **All students and staff wear their ID cards at all times to ensure non-entry of any unauthorized persons through the 2 main gates.**
- **The Women & Anti-Sexual Harassment Cell have also organized various awareness orientation programmes, lectures and workshops for all the students, teaching and non-teaching staff on the issue of sexual harassment at the work place.**
- **The Women & Anti-Sexual Harassment Cell and the Anti Ragging Cell strives to create a conducive environment in the college where every student irrespective of gender differences are treated with respect and dignity.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college adheres to the waste management rules as regulated by the Government.

Solid Waste Management:

- **According to the implementation of Municipal Solid Waste(Management and Handling) rules 2000 by August 31, 2003, byULBs, the college follows the Solid Waste Management asprovided by Kohima Municipal Council (KMC order No. KMC/ACM-01/2011/847) through proper registration: Daklane Panchayat Sanitation Committee MOCK/House No. 71/Sector 1**
- **The solid wastes are collected in waste bins which are kept at different points. Such wastes collected are disposed off through the area/colony sanitation truck which is managed by the Kohima Municipal Council.**
- **The accumulated unwanted papers are disposed of through the waste dealers for the recycling process.**
- **Awareness talks on Recycling are held on plastic waste, foodwaste and menstrual waste.**
- **Students are encouraged to use recycled textbooks/materials through Book Bank donated by alumni and well-wishers.**

Liquid Waste Management:

- **The college has a good drainage system to dispose of its Liquid wastes.**
- **The college provides Indian style toilets to reduce water wastage.**

E-waste:

- **According to the standards set down in the E-Waste(Management) Rules, 2016 and amendments thereafter, the college has all its materials/equipment channelized for**

recycling purposes.
- **It disposes off its E-waste through recycling agencies.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and — **C. Any 2 of the above**

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college fosters an inclusive environment, promoting tolerance and harmony among students of diverse backgrounds:

- Admissions are based solely on merit, welcoming students from various cultural and regional backgrounds.
- Morning assemblies instill values of responsibility, social harmony, and national integration.
- Cultural events like the Annual Cultural Day provide a platform for showcasing diversity through dances, songs, and attire.
- Observance of general holidays of all religious occasions fosters inclusivity and respect for diverse beliefs.
- Various activities organized by committees promote ethical, cultural, and spiritual values among students and staff.
- Commemorative days are celebrated to nurture emotional and religious sentiments, fostering a sense of unity and social harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mount Olive College is committed to educating students and staff on the values, rights, duties, and responsibilities outlined inthe Indian Constitution. Various activities are organized toachieve this goal:

- The Department of Political Science conducts seminars, talks,and essay writing competitions to raise awareness about constitutional rights and entitlements, as well as Gandhian principles in nation-building.
- Campus ambassadors and nodal officers are appointed to theoffice of the District Election Officer, Kohima, Nagaland, topromote civic engagement and participation in the electoralprocess.
- National Unity Day and Constitution Day are observed, with activities such as reading the Preamble, reaffirming the commitment to national integration and constitutional

values.

- **The National Cadet Corps (NCC) unit and National ServiceScheme (NSS) unit play active roles in promoting patriotism, community service, and cleanliness drives.**
- **Units like the Eco and Beautification Club and Campus Maintenance Hygiene and Sanitation raise awareness about environmental conservation and cleanliness, aligning with the ideals of Swachh Bharat Abhiyan.**
- **These initiatives reflect the college's belief that as an educational institution, it has a responsibility to instill awareness of constitutional values and promote civic engagement among its students and staff.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Mount Olive College recognizes and commemorates various important dates, events, and festivals to uphold its values and aspirations.Through organized programs, the institution promotes awareness and action on significant global issues:

- International Women's Day: Celebrated to advocate for gender equity and end violence against women.
- World No Tobacco Day: Raises awareness about the harmful effects of tobacco through talks and campaigns.
- World Environment Day: Focuses on environmental conservation and sustainability.
- International Yoga Day and Mental Health Day: Emphasizes physical and mental well-being, promoting preventive measures and treatment of mental health conditions.
- World Blood Donor's Day: Encourages blood donation to save lives.
- World Youth Skills Day: Conducts workshops and training sessions to equip young people with skills for employment.
- Teachers' Day: Acknowledges the valuable contribution of teachers to society.
- NSS Day: Engages in social work and community service activities.
- National Integration Day: Affirms unity in diversity.
- Indian Constitution Day: Reads the Preamble to honor the principles of the Constitution.
- World Red Cross Day: Organized by the Red Ribbon Club to highlight humanitarian efforts.
- Mahatma Gandhi's Birth Anniversary: Commemorated with essay writing competitions.
- Christmas: Celebrated with messages, carol singing, gift exchange, and feasting, honoring the tradition of Christmas.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The summary of the practices implemented at Mount Olive College includes: 1. Sustainable Environment: Go Green, Go Clean, Go Fit Objective: To educate students on conservation and environmental protection, fostering eco-friendly practices. Activities: Organizing campus clean-ups, plantation drives, waste segregation initiatives, and utilizing solar energy and rain water harvesting facilities. Challenges: Continuous monitoring of waste management andthe need for adequate resources and training programs. Overall Impact: Reflects the college's commitment to sustainability and creating a cleaner, greener campus environment. 2. Holistic Health: A Requisite, an Asset Objective: To promote physical, mental, and spiritual well-being among students and staff. Activities: Conducting health-related programs, mental health awareness talks, spiritual guidance sessions, and signing MOUs with health authorities. Challenges: Monitoring tobacco vendors, addressing drainage issues, and ensuring continued support and resources. Overall Impact: Contributes to the holistic well-being of the college community, fostering a healthy and vibrant environment.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Mount Olive College prioritizes the development of life skills among its students, recognizing the importance of education beyond academics.

- The college's Skill Development Cell is dedicated to fostering practical experience and fieldwork to nurture talents and skills, aiming to make students employable assets for the state and country. It encourages curiosity, practical initiation, and the polishing of hobbies that can become valuable skills.
- Through various workshops and events, such as Skill for the

- Planet, Green Canvas, and Skills of the Future workshops, thecollege enlightens students about important topics like sustainability, recycling, and future skills.
- Collaborative initiatives, like Les Creative Hands Pop-Upsale, promote holistic development and self-reliance amongstudents.
- The college also organizes events like the Tea Workshop andOnline Skill Potpourri Contest to engage students andencourage productivity.
- A survey conducted by the Skill Development Cell helps align future initiatives with student interests. Exhibitions like the Skill Fiesta provide students with a platform to showcase their talents and entrepreneurial skills.

Mount Olive College aims to work closely with students to help them realize their dreams and visions of growth and success.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Extend Student extra curricular and co-curricular activities
- Enhance Research activities for both teachers and students
- Organize symposium for students
- Equipping Central Library with degital facilities
- Upskilling of IT and Electronicsfor both teachers and students