



GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND : KOHIMA

797001

0370-2271020

NO. HED/A&R/AAA-4/2021/03

Dated Kohima the 2nd Jul' 2024

To,

The Principal,
J. N. Aier College,
Chumoukedima, Nagaland.

Sub : AAA Team Report and Grading.

Dear Principal,

I am glad to inform you that the outcome of the Academic and Administrative Audit exercise of your Institution has been processed and approved by the Higher Education AAA Committee and your Institution has been placed with CGPA of 2.04 on four point scale at "B" grade.

I am sure the recommendation of AAA Team Report given to you will enable the institution to initiate further quality enhancement measures.

With best wishes.

Yours sincerely


(DR. A. NSHOGA)
DIRECTOR
HIGHER EDUCATION
NAGALAND, KOHIMA.

ACADEMIC AUDIT PERFORMA FOR SELF ASSESSMENT OF THE INSTITUTION

Name of the College : **J.N Aier College**

Name of Principal : **Mr. I Limatemjen**

Address with District : **C' Khel, 4th Mile, Diphupar, Chümoukedima - Nagaland**

Date : **10-01-2024**

Phone No.: **+91 8731845144**

E-mail ID : **jnaiercollege@gmail.com**

PROGRAM DETAIL

Semester-wise	Program/Course	Male	Female	Total
Semester II	UG	19	33	52
Semester IV	UG	19	58	77
Semester VI	UG	12	27	39

The following questions are designed to help faculty to examine the processes by which you are pursuing your goal for students' learning in a program of study. Although most of these questions seem to call for "Yes" or "No" answers, they are meant to prompt wider discussions. If you answer "YES" to a question, your self-study should briefly describe the "who, what, when, where, and how" of that answer, and you should be prepared to provide more details or examples when the audit team visits. If you answer "NO" the self-study should discuss whether you wish to improve in this regard and how you plan to do so.



**Principal's Signature
(with Seal)**

Principal
J. N. Aier College
4th Mile, Diphupar
Chümoukedima : Nagaland

1. Organization and Management

Sl. No.	Particulars	Yes	No	NA	Remarks
1.1.	Ownership Status (Sole Proprietor/Partnership etc.	✓			J.N. Aier College was established in the year 2011 and managed by the J.N. Aier Society for Socio-economic Development
1.2.	Functions of governing body are clearly defined	✓			Governing body was formed in 2011 and the functions of the governing body are mentioned in the constitution of the college.
1.3.	Availability of job chart maintained	✓			JNAC maintained the job chart for all the designation starting from the Principal.
1.4.	Balance sheet is maintained regularly	✓			It is maintained with the administrator annually at the end of the financial year
1.5.	Profit and loss statement is maintained regularly	✓			It is maintained with the administrator after internal and external audits
1.6.	The working capital is adequate	✓			JNAC has adequate working capital
1.7.	The fund generation Capacity is adequate	✓			The funds generated are adequate.
1.8.	Visitor record is maintained and put to Principal		✓		It is not maintained as of now but JNAC will start working in this area
1.9.	Security lights at critical points are installed and switch on during night time	✓			Security lights are put at the main entrance
1.10.	Notice boards placed prominently and photographs of major activity and special occasions displayed	✓			Important notifications/programmes and photographs are displayed in the notice boards
1.11.	Computer labs. Workshop, Offices, Classrooms have proper locking arrangements and their keys are kept under the responsibility of a designated staff members	✓			The keys of every lock are numbered according to the room and are kept in the office assistant office under the responsibility of office assistant and peon.

1.12.	Honors Rolls displayed at appropriate location	✓			It is displayed in the office building block.
1.13.	Institute Activities are highlighted and courses are advertised in Local papers	✓			Every year during admission, the institute advertises about the course in the local newspaper.
1.14.	Institute Prospectus is available	✓			Prospectus is available both in soft and hard copies
1.15.	NOC for running new courses are obtained	✓			As per Nagaland University permission and affiliation.

2. FACULTY AND SUPPORT STAFF

Sl. No.	Particulars	Yes	No	NA	Remarks
2.1	Service rules are properly framed	✓			Service rules are properly framed and given to each staff along with the appointment letter.
2.2	Permanent faculty is adequate	✓			The permanent faculty appointed by the college is adequate.
2.3	Administrative support staff is adequate	✓			Administrative support staff appointed by the college is adequate.
2.4	Job Description (work details) of all positions/post are well defined	✓			Job description is well defined according to all positions/posts.
2.5	Job specification of all positions are well defined	✓			The job specifications of all positions are given to all in the appointment letter.
2.6	Details of Instructional Staff Available	✓			The details of instructional staff are maintained in the staff file
2.7	Qualification and in-service training record of instructors available	✓			The staff profiles are maintained.
2.8	Details of administration staff available	✓			The details of administration staff are maintained in the staff file.
2.9	Attendance register is maintained for entry time of the arrival of each staff member	✓			Teachers attendance register is maintained

2.10	Late arrival record is also maintained	✓			Teachers attendance register is maintained
2.11	Short leave register is maintained	✓			Teacher attendance register is maintained and recorded in it with time of arrival and time of leaving.
2.12	Proper leave record for all staff is maintained with Principal	✓			All application of leave are filed in the office.
2.13	Trained and experience Security guards are available at specified post		✓		
2.14	All security guards to wear defined uniforms		✓		
2.15	Staff meetings are conducted to review institute performance and minutes recorded	✓			Staff Meeting minutes is recorded.
2.16	Teachers are smartly dressed	✓			Formal dress code is worn by the teachers.
2.17	Appreciation letters for teacher showing the best result		✓		

3. BUILDING AND ALLIED FACILITIES

Sl. No.	Particulars	Yes	No	NA	Remarks
3.1	Building is adequate in terms of Capacity	✓			The college has adequate capacity of classrooms and administrative office.
3.2	Building is adequate in terms of auxiliaries (light, fan etc.)	✓			The college building is adequately lit with adequate number of fans in the classrooms and offices. There is also adequate projectors and smart TV.
3.3	Quality of construction is excellent	✓			The College has well built Reinforced Cement Concrete building.
3.4	The building is properly maintained	✓			The building and its surrounding are checked time to time and proper care is taken.
3.5	Proper maintenance/management of principal office	✓			The Principal's office is maintained well.
3.6	Presence of administrative staff office	✓			The college has proper functioning administrative staff office

3.7	Availability of faculty staff office	✓			The college has proper staff room for the faculty
3.8	Availability of meeting room	✓			Meetings are conducted in the staff room
3.9	A properly located reception manned by pleasant staff		✓		
3.10	Clean and well laid out class rooms	✓			Class rooms are well structured with waste bins being kept at the corridor of each classroom and classrooms are swept on a daily basis
3.11	Well maintained Auditorium		✓		The college has a well maintained Chapel hall instead of an auditorium where most of the extra-curricular activities are taken.
3.12	Well maintained playground	✓			The college has a volleyball court and badminton court as well as other indoor games like chess, carom, Chinese checkers for the students to play during break and sports week
3.13	Parking area for cars, motorcycles is specified	✓			The college has well maintained parking area.
3.14	Access to the building with easy public transport	✓			The college is located near the national highway and is easy to access to public transportation
3.15	Does the library exist as per the scope of the institute	✓			The college library has around 1855 books, NDL registered which is accessible to all the students and KOHA software is installed for better functioning of the library.
3.16	Are the library cards issued to the students?	✓			Library cards are issued to all the students at the beginning of the academic year
3.17	Record of issuance and receipt of books is maintained	✓			Books are issued on producing library card and the name of the

				book borrowers is well maintained in the register.
3.18	Filtered water is available for all	✓		The college has well maintain water filter and dispenser.
3.19	Canteen is maintained, clean and hygienic	✓		There is a hygienic canteen and the sitting areas are well maintained.
3.20	Clean toilet and washrooms	✓		There is enough clean toilet and washrooms.
3.21	Appointed Hostel warden is available in the hostel		✓	
3.22	Hostel management committee include senior student?		✓	
3.23	Mess management committee monitors the expenses of the mess and running of the kitchen on quarterly basis.		✓	
3.24	Hostel management has prepared menu for day to day running of the hostel.		✓	
3.25	Rules and regulations of the hostel are displayed and communicated to each hosteller.		✓	
3.26	HOI holds monthly meeting with hostel superintendent /warden to ensure the proper running of the hostel.		✓	
3.27	Daily or weekly round of the classrooms/laboratories and other allied facilities to inspect and monitor for their maintenance.	✓		Often the administrator inspects the classroom and other common space and maintained as required

4. LEARNING SUPPORT FACILITIES

Sl. No.	Particulars	Yes	No	NA	Remarks
4.1	Students intake record (Course-Wise)	✓			Students intake records course wise are well maintained
4.2	Students intake record (year-wise)	✓			Student intake record year wise are well maintained
4.3	Records of drop-outs course-wise	✓			Records of dropouts are well maintained
4.4	Progressive bar charts for last five	✓			Progressive bar charts of

	years			the last five years are prepared and maintained
4.5	Time tables are made for each course as per standard specimen	✓		Time tables are prepared at the beginning of every semester according to the institute format.
4.6	Time tables are displayed on the main notice board or department notice board	✓		Time tables are displayed on the main notice board as well as in the class room
4.7	Update time table duly approved by Principal is compiled and maintained in the file.	✓		Time table of all the semesters are maintained in a file
4.8	Teachers possess copies of the latest curriculum relevant to their subject	✓		Teacher has copies of latest syllabus
4.9	The teachers provide details of curriculum to the students	✓		Details of curriculum along with book reference are given to the students at the beginning of the semester
4.10	Are students wearing specified uniforms?	✓		The college has well specified uniform for both boys and girls.
4.11	One Sample Uniform is displayed in a glass cabinet.		✓	
4.12	Weekly dress and personal care check of the students.	✓		Discipline committee keeps a check on the students uniform
4.13	Leave policy and procedure for various duration of course is defined.	✓		It is specified in rules and regulation
4.14	Students are fully aware of the leave policy and procedure.	✓		They are oriented on the beginning of academic year
4.15	Class attendance is taken on a proper performa and forwarded to HOD.	✓		Class attendance is taken in every period.
4.16	Monthly record of attendance for each student is displayed on the notice board		✓	
4.17	Irregularities are brought to notice of the Principal for necessary follow up actions.	✓		It is brought to Vice Principal desk
4.18	Lesson Plan has been developed by the teachers.	✓		Lesson plan is prepared by the teachers at the beginning of the semester.
4.19	Lesson plan is available with teachers in the classrooms	✓		Each teacher refers to the lesson plan and follow accordingly
4.20	Monthly verifications of lesson plan	✓		It is verified by Vice

	by Principal.			principal
4.21	Assignment work is given to the students.	✓		Assignments are given to all the students at the beginning of the semester
4.22	Teacher has a ready record about class assignment.	✓		Assignments are collected and are checked and marked and marks are submitted in the college office.
4.23	Reports of students lacking interest in class activity are communicated to their parents.		✓	
4.24	Mid- term test is conducted after completion of 50% course as per academic calendar.	✓		College conducts two internal exams every semester.
4.25	Results records are maintained by the Institute.	✓		Result records are maintained in the office
4.26	Progress reports are sent to the parents of the students.		✓	
4.27	Important questions on the basis of previous question papers are solved by the teachers for students in each course.	✓		Discussion on previous question papers are done in revision classes
4.28	Record of the last five years questions papers is maintained by the institute.	✓		Question papers are maintained in the library
4.29	Schedule plan of extra- curricular activities.	✓		Students are informed well ahead 1 to 2 week and sometimes month ahead (in case of heavy practice) ahead for preparation
4.30	Availability of record of placement of pass out students	✓		File maintained

5. Learning Objectives

Sl. No.	Particulars	Yes	No	NA	Remarks
5.1	Do we consciously design the curriculum and co-curriculum to achieve program learning objectives?	✓			The college follows the curriculum prescribed by affiliated Nagaland University
5.2	Do we work collaboratively to design the curriculum and co-curriculum, or do they reflect our individual preferences or decisions?	✓			The college follows the curriculum prescribed by affiliated Nagaland University

5.3	Do we consider out-of-classroom activities and exposure to courses offerings outside the program or departmental offerings that could complement or be integrated into the curriculum?	✓		Field Trip and exposure trips are conducted department wise
5.4	Do we consult sources beyond our own faculty when designing the curriculum and co-curriculum? (e.g., employers, students or graduates, comparable programs in other institutions, professional associations)	✓		The college follows the curriculum prescribed by affiliated Nagaland University
5.5	Do we clearly communicate curricular and co-curricular requirements and the reasoning behind these requirements to students?	✓		Students are informed of the course outcome and topic outcome at the beginning of semester
5.6	Do we periodically review the curriculum and co-curriculum to see how they might be improved?	✓		The college follows the curriculum prescribed by affiliated Nagaland University
5.7	What benchmarks do we use to demonstrate that the curriculum is contemporary in its content and delivery with sufficient breadth and depth to merit a graduate degree at the level offered?	✓		The college follows the curriculum prescribed by affiliated Nagaland University
5.8	Do we clearly identify and reflect attained competencies in our outcome data?	✓		After graduation the students are eligible for jobs in government and private sector.
5.9	Do we clearly articulate and delineate our curricular expectations for the students in a timely fashion?	✓		Curricular outcome expectations, assignments, seminars etc are made known to the students.

6. Teaching and Learning Methods

Sl. No.	Particulars	Yes	No	NA	Remarks
6.1	Do we consciously consider program and course learning objectives when deciding which teaching methods we will use in our courses?	✓			Lesson plan is prepared and every teacher strictly adheres by it. Besides, seminars are conducted to enable the students express thoughts and ideas orally.

6.2	Do we discuss our teaching practices with each other and work collaboratively to improve teaching and learning, or is teaching primarily an individual responsibility?	✓		Teachers share ideas about teaching practices with each other and work collaboratively
6.3	Do we consult sources beyond our own faculty when selecting our teaching practices? (e.g., employers, students or graduates, comparable programs in other institutions, professional associations)	✓		Feedbacks of teaching practice are taken from the students to improve.
6.4	Do we identify best practices in teaching and use this information to improve our teaching? Do we periodically review our teaching methods to see how they might be improved?	✓		Periodically reviews are taken from the students to review and improve teaching methods.
6.5	Do we provide adequate professional development activities for students (dissertation support groups, workshops such as grant-writing, academic publications, making one competitive in the job market, teaching assistantship training, internships and field training, where relevant)?	✓		conduct exam based on competitive exam pattern and by introducing competitive coaching centres to the students
6.6	Do students have the opportunity for orientation and socialization within the discipline and to the larger graduate community?	✓		The students have opportunity to go for community service through social work and also attend inter-college programs and competition.

7. Student Learning Assessment

Sl. No.	Particulars	Yes	No	NA	Remarks
7.1	Are we measuring the degree to which our students are achieving program learning objectives?	✓			<p>The students achievement is measured through :</p> <ul style="list-style-type: none"> • Job placement and employment status • Pursuing MA and other courses
7.2	Do we work collaboratively to develop and implement assessments of program learning objectives, or are these tasks delegated to one or a	✓			All the JNAC faculty staffs and administrative staffs work collaboratively to

	few individuals?			develop and implement assessments of program learning objectives.
7.3	Do we consult sources beyond our own faculty when designing assessments of program learning objectives? (e.g., employers, students or graduates, comparable programs in other institutions, professional associations)	✓		Other institutions course curriculum and syllabus and Nagaland University assessment are referred when designing assessment of program learning objectives
7.4	Do we discuss assessment data and use our findings to improve our curriculum, co-curriculum and teaching practices?	✓		Feedback from the students are collected and based on that teachers are asked to improve
7.5	Do we identify best practices in assessment of program learning objectives and use this information to improve our assessments?	✓		For End Term Semester Exam, the college use the Question Paper set by the Nagaland University and 2 nd and 4 th Semester checking is done externally.
7.6	Do we periodically review your assessment methods to see how they might be improved?	✓		Two internal exams are conducted every semester to review on the learning outcome. Besides, exams continuous internal assessment like group discussion, class test, seminars etc is conducted to assess the qualitative and quantitative aspects of learning.

8. Quality Assurance

Sl. No.	Particulars	Yes	No	NA	Remarks
8.1	How do we assure ourselves that each course in the curriculum addresses agreed upon content, that sound teaching practices are carried out appropriately and consistently, that assessments are conducted as planned, and that agreed upon plans to improve courses or the program as a whole are implemented by those responsible?	✓			At the beginning of every semester Lesson plan are prepared by the teacher with proper teaching tools to deliver the subject matter. Students are assessed through written exams, class test, assignments, and seminars.
8.2	How do we assure ourselves that	✓			The college follows

	other faculty activities affecting students, such as academic advisement and mentoring are being performed appropriately and consistently?			Mentor-Mentee program diligently to monitor the students closely and also give academic advise.
8.3	Do we provide meaningful, timely feedback and recognition to faculty regarding how they are performing work related to the curriculum, teaching and learning, assessment, and other practices affecting students?	✓		Feedback forms on the performance of the teachers are given to the students and the forms are reviewed and necessary actions are taken
8.4	Do we identify best practices in quality assurance and use this information to improve how we assure that the work of the program is performed appropriately and consistently?	✓		<ul style="list-style-type: none"> * Team works are given to the students in order to make the students understand the value of cooperation, to think critically and to be creative. * Every morning besides on Wednesday there is Chapel where the students are instructed to lead the service as well as to share. The objective of this practice is to improve the students communication skills, public speaking and to improve their leadership skill. * The College scholarship program provides financial aid to academically deserving students from economically weaker sections.
8.5	Do we periodically review our quality assurance practices to see how they might be improved?	✓		There is monthly faculty meeting and as per requirement emergency faculty meeting to enhance quality assurance.
8.6	How do we compare to programs in our peer institutions and what are our benchmarks and supporting evidence?	✓		Commendable performance of the students in 6 th Semester. Every year the college has produced students in the Top 10 list in

				University Exam.
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9. Research Outcomes

Sl. No.	Particulars	Yes	No	NA	Remarks
9.1	How does our research and scholarship compare to other departments in the same and similar disciplines within and outside the institution?		✓		
9.2	Have we specifically defined what metrics (publication rate, quality of publication sources, external funding received), if any, we will use to assess our research outcomes?	✓			The faculty members are encouraged to publish their research articles in SCOPUS and academic journals in UGC Care list or contribute articles in journals and books having ISSN and ISBN number.
9.3	Do we have breadth in the range of faculty research interests while maintaining sufficient numbers of faculty within key or strategically important areas to be competitive for external funding?	✓			The college is processing to get ISBN number for publish a journal to enhance the research capacity of faculty members and Academia at large.
9.4	Do we regularly and systematically consider our research environment?	✓			We have Research Committee comprising of management and faculty members and have meeting for enhancing research aspect. Faculty members are encouraged to update their knowledge on research methodology by attending workshop/seminars.
9.5	Do we demonstrate the values of interdisciplinary, collaborative work?		✓		
9.6	Does we describe accurately and completely our research ethic and environment to current and prospective students and other “publics”?		✓		
9.7	How do we assist junior faculty to develop their research programs	✓			Research committee time to time organise program

	and senior faculty to adapt their research programs to keep up with current conditions?				on research methodology
9.8	How do we incorporate new researchers and researchers from other departments and emerging fields into our research activities?		✓		
9.9	How do the administrative processes, policies and procedures (including tenure and promotion, workload, cost sharing arrangements, professional development, travel funds, support for collaborative and multidisciplinary work) influence your research activities and competitiveness as an academic program?	✓			The administrative process and procedure is not complicated. Faculty members are supported in every possible way according to the requirements



Principal

(Signature with seal)

Principal
 J. N. Aler College
 4th Mile, Diphupar
 Chumukedima : Nagaland