



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>SOUTH EAST MANIPUR COLLEGE</b>
Name of the head of the Institution		<b>Dr.L.Khiloni</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>03848265231</b>
Mobile no.		<b>9612446352</b>
Registered Email		<b>semco_college@rediffmail.com</b>
Alternate Email		<b>lkhiloni@gmail.com</b>
Address		<b>P.O.Pallel,Chandel District,Manipur</b>
City/Town		<b>Chandel</b>
State/UT		<b>Manipur</b>
Pincode		<b>795135</b>
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Monica Jasmine Langhu
Phone no/Alternate Phone no.	03848265231
Mobile no.	7005270714
Registered Email	semco_college@rediffmail.com
Alternate Email	mjasminlanghu@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://semcol.edu.in/sites/default/files/downloads/aqar17-18.pdf">https://semcol.edu.in/sites/default/files/downloads/aqar17-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://semcol.edu.in/semco-academic-calendar#:~:text=ACADEMIC%20CALENDAR%202018%2D2019">https://semcol.edu.in/semco-academic-calendar#:~:text=ACADEMIC%20CALENDAR%202018%2D2019</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.35	2016	15-Sep-2016	16-Sep-2021

### 6. Date of Establishment of IQAC

21-Apr-2014

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of IQAC	02-Jun-2018 1	10

Three days Workshop on Accounting for Administrative Staff	07-Aug-2018 3	12
Timely submission of AQAR to NAAC	01-Aug-2018 1	7
Orientation of students.	09-Jul-2018 1	70
Orientation for teachers.	05-Jul-2018 1	60
Regular meeting of IQAC	04-Mar-2019 1	10
Regular meeting of IQAC	28-Nov-2018 1	10
Regular meeting of IQAC	07-Sep-2018 1	10
Regular meeting of IQAC	16-Jul-2018 1	10
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

5

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

A. Monitoring and regular follow up for i) Implementation of academic calendar and ii) Effective dissemination of the teachers knowledge in terms of lesson plans, activity plans etc. B. Reviewing and follow up of the detail action plans of the institution. C. Encouraging the faculty members for various research activities such as paper publication, presentation, participation in programmes such as Seminars, conference, workshops and refresher course etc. D. Organising various cocurricular and social activities E. Organising staff development programmes

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

Plan of Action	Achivements/Outcomes
2. To conduct Three Days Workshop on "Accounting".	Conducted Three Days Workshop on "Accounting" from 7th to 9th August, 2018.
3.To organise one day cleanliness drive in the College campus	One day cleanliness drive in the College campus was done on 8th August, 2018.
4.To organise one day awareness programme on Deen Dayal Upadhyaya Grameen Kaushalya Yojana	Awareness programme on Deen Dayal Upadhyaya Grameen Kaushalya Yojana was organised on 23rd August, 2018.
5.To conduct NSS programme	NSS programme was conducted from 10th to 16th September, 2018.
6.To organise one day outreach Bureau under publicity campaign on Ayushmaan Bharat.	One day regional outreach Bureau under publicity campaign on Ayushmaan Bharat was held on 20th September, 2018.
7. To observe the Birth Anniversary of Mahatma Gandhi	Observed the 149th Birth Anniversary of Mahatma Gandhi on 2nd October, 2018 under the theme Clean India
8. To organise one day workshop on Memory Training on Eximious Mind.	One day workshop on Memory Training on Eximious Mind was held on 24th October, 2018.
9.To organise one day awareness programme on Breast Cancer	One day awareness programme on Breast Cancer was held on 30th October, 2018.
10.To organise interdisciplinary study tour	Interdisciplinary study tour was organised on 27th November, 2018.
1. To organise exposure, trip and excursion for staff and students.	a) NonStaff Exposure Trip was organised on 9th June, 2018 at Loktak. b) Students Exposure tour on 24th November, 2018
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
SEMCO Management Team	20-Jun-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	25-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	MIS has been used in practice to store Student Admission data such as personal data, Fee payment and library details and helps to view for category wise student data, etc. Thus, it enables the college to know the exact status of admitted and vacant seats of any class. Details of fee collected class wise and fee category wise analysis are maintained in Microsoft Excel.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Before the academic session starts, the Academic Committee headed by the Principal prepares class routine of the College and circulates to all the Head of the Departments. Head of the Departments prepare the departmental class routine of the teachers and submit it to the Academic Committee. Teachers are made to prepare lesson plans based on their teaching assignments as per the number of lectures allotted in the University syllabus for each topic/unit. Orientation programme for the teachers as well as the students are formally conducted before regular classes begin so as to update the requirements necessary for the teachers to be equipped and also to introduce the students to the teachers and relate the importance of curricular as well as extracurricular activities to be conducted in the College. These will enable the students to be well versed with the present scenario of the College and uplift to develop and bring quality education in the College. White boards are used in the classrooms and modern method of teaching is also practiced in the College to enhance teaching-learning process. Class test, unit test, group discussions, assignments are conducted to check the students' performance in the class. Extra classes are also taken whenever the syllabus could not be covered in times of bandhs and strikes and make sure that the students are well equipped

to face the examinations. The College also provides special class for the slow learners whenever identified so as to cope up with the advanced learners.

Besides curricular activities, the College also encourages students to participate in extra-curricular activities conducted by the College as well as the University in order to develop and build up their skills. Interdisciplinary study tours are organized by the departments of Botany, Zoology and Environmental Sciences for effective implementation of the prescribed curriculum. The Department of Anthropology conducts fieldwork programme for the 3rd year students. All these curricular as well as extra-curricular activities are noted down by the IQAC and recorded for further reference if and when required.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Sociology	31/05/2013
BSc	Anthropology, Environmental Science	07/08/2003
BSc	Statistics, Physical Education	31/05/2013
BCA	Internet Programming, e-Commerce	31/05/2013

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

	Certificate	Diploma Course
Number of Students	11	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botanical Field Study Tour at Andro, Imphal	61

	East, Manipur on 27th Nov 2018.	
BSc	Zoological Field Study Tour at Andro, Imphal East, Manipur on 27th Nov 2018.	61
BSc	Environmental Field Project at Andro, Imphal East, Manipur on 27th Nov 2018.	7
BSc	5 Days Anthropological Field work on the People of Kangou Khunou Village, Tengnoupal district, Manipur on 25th - 29th Sep. 2018.	21
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>-At the end of the Semester, feedback is collected from the Students which is then analysed and put up for solutions in the meetings of the IQAC along with the Academic Committee. -During Parent-Teacher meetings, feedback is collected from the parents through questionnaire or interaction method. The suggestions and comments from the parents/guardians are duly noted for future development. Thus in any College functions or Fresher's meet, parents are invited so as to maximize parent-student-teacher interaction. Parents are even encourage to meet the Principal and faculty by taking prior appointment if any grievances or suggestions are there to share so that appropriate action be taken to bring better development for the college. -Feedback from the Alumni is also obtained during the Alumni meeting. Since the College Alumni are in varied fields, their suggestions are considered and implemented to the possible extent. -Feedback is also obtained from different aspects of the College through faculty members, non-teaching staff of the administrative office. Various problems identified by the departments are intimated to the Principal for better solution and further improvement. Thus the College promotes an area of exchanging ideas and learning to improve develop the quality education within the institution.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BCA	UG	40	22	22
BSc	UG	450	423	423
BA	UG	750	481	481
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	926	Nil	91	Nil	Nil

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
91	25	Nil	Nil	Nil	Nil
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All the teachers of the respective departments act as academic mentors besides the existing career counselling and Grievance cell. Apart from the various cells, students seek personal help for career counselling from any teacher of the College whom they feel comfortable. Thus teachers are always available as mentors to help the students depending upon the gravity of the need.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
926	91	1:10

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
91	91	Nil	2	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.L.Khiloni received award for International Level	Principal	Best Faculty Award



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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	NIL	1st, 3rd 5th Sem, 2018	30/11/2018	15/01/2019
BSc	NIL	1st, 3rd 5th Sem, 2018	30/11/2018	15/01/2019
BA	NIL	1st, 3rd 5th Sem, 2018	30/11/2018	15/01/2019

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

-At the beginning of the academic session, each teacher prepares a teaching plan. A copy of that after being countersigned by the HOD is submitted to the IQAC. After being reviewed by the IQAC, the same is given back to the respective department. Thus, the coverage of the syllabus is periodically reviewed. Also continuous evaluation is carried throughout the year by conducting regular class test and assignments in order to monitor the progress of the syllabus. -Appraisal of the staff by the students at the end of the term for each subject is also assessed. -Faculty members are also encourage to use various methods of teaching such as ppt. presentation etc.

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

-As an affiliated College, the Manipur University calendar is adhered to, for conduct of Examinations and Holidays. In addition to this, a College Academic Calendar is prepared which contains a list of all the detailed schedules of action plans (interactive and innovative programmes) to be conducted by the College both at the faculty and student level. Staff as well as the student community received a copy of the calendar before the session to enable them to plan for the activities. -The IQAC Committee also prepared their own calendar which helps to enumerate academic programmes and activities for quality enhancement of the college. Any new programmes that can benefit the staff and students are availed by the IQAC during the course of the year after evaluating the activities in their meetings.

## 2.6 – Student Performance and Learning Outcomes

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

<https://semcol.edu.in/course-objectives-learning-outcomes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BCA	UG	22	22	100

NIL	BSc	UG	116	91	78.4
NIL	BA	UG	102	84	82.3
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## 2.7 – Student Satisfaction Survey

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

<https://semcol.edu.in/sites/default/files/downloads/survey%20report%202018-2019.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC NERO	8.55	0
Major Projects	1095	UGC NERO	12.25	0
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	1

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Chemistry	1	0
National	Economics	1	0
National	Computer Science	1	0
National	Environmental Science	1	0
National	Library	2	0
International	Anthropology	11	0
International	Computer Science	2	0
International	Education	4	0
International	History	4	0
International	Physics	1	0
<a href="#">View File</a>			

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Survey on Key Management Schemes and Cluster based Routing Protocols in Wireless Sensor Network,	Usham Robinchandra Singh	In: Proceedings of International conference on Computational Intelligence and Internet Things (ICCI IOT) 2018, ELSEVIER-S SRN(ISSN:1556-5068) p p 576-594	2018	1	Assam University Silchar India	1
An Energy Efficient Cluster Based Group Key Scheme Using	Usham Robinchandra Singh	International Journal of Engineering and Technology	2018	1	Assam University Silchar India	2

Elliptical Curve Cryptography in Wireless Sensor Network						
Survey on Key Management schemes and Cluster based Routing Protocols in Wireless Sensor Network	Usham Robinchandra Singh	ELSEVIER -SSRN(ISSN :1556-5068 ) Proceedings of International Conference on Computational Intelligence IoT (ICCIoT) 2018	2018	1	Assam University Silchar India	1
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	1	1	Nil
Presented papers	2	1	Nil	Nil
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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Participation in the march pass on Independence Day	NSS Unit	4	33
NSS Programme	SEMCO NSS Unit	2	50
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swacchta Bharat Internship Scheme (1st May to 31st July)	NSS Unit	Street cleaning, drain cleaning and cleaning of back alleys	4	25
Swacchta Bharat Internship Scheme (1st May to 31st July)	NSS Unit	Waste collection drives (household/common or shared spaces)	4	25
Swacchta Bharat Internship Scheme (1st May to 31st July)	NSS Unit	Wall paintings on public walls and government buildings	4	25
Swacchta Bharat Internship Scheme (1st May to 31st July)	NSS Unit	Door to door meetings (sanitation/hygiene/toilet usage/hand wash)	4	25
Swacchta Bharat Internship Scheme (1st May to 31st July)	NSS Unit	Swacchta Bharat Awareness Campaign	4	25
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
No file uploaded.			

#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
37.96	30.06

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

##### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2	Partially	2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7648	1738214	Nil	Nil	7648	1738214
Reference Books	660	165450	Nil	Nil	660	165450
e-Books	135000	Nil	Nil	Nil	135000	Nil
Journals	13	Nil	Nil	Nil	13	Nil

e- Journals	6000	Nil	Nil	Nil	6000	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	38	1	1	9	0	11	9	3	0
Added	13	0	0	0	0	0	0	2	0
Total	51	1	1	9	0	11	9	5	0

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

5 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
14.7	14.71	14.5	14.47

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

1. The College makes sure that maximum financial resources are utilized for maintaining the physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc. Various committees are formed to plan and look after the infrastructure of the College in line with the academic development of all the Departments. 2. Financial provisions are duly made from time to time in accordance to the requirements and needs of staff and students of the College. 3. Laboratories are maintained by the Laboratory Assistants and Attendants under the guidance of the Head of the Departments concerned. On the

report and needful demand of the concerned HoDs, necessary action for up-gradation, replacement or purchase of additional equipment of the Departments is promptly taken up. 4. Library is provided with adequate resources for reading and research both for the Teachers and the Students. The College also ensures that additional resources are provided through Infilibnet. Library resources are maintained and enhanced by the Library Committee. The Librarian is the overall in charge in the functioning of the Library. 5. Sports equipments are provided by the College and is maintained by the Department of Physical Education. Many of the students have participated in various sports like football, badminton, boxing etc. conducted by Manipur University. Students also represented Manipur University in the Inter university sports activities conducted in various parts of the Country. 6. Computers are maintained by the Department of Computer Science. Students of Computer Science utilized the computers for practical classes. Computers are also used by the Teachers and students of the College as and when required. Science Departments have a computer and a projector for Teaching and learning purposes. The Departmental computers are taken care by the Departments concerned. 7. Up-gradation of the equipment and repairing of the College infrastructure and other facilities like water cooler etc. are maintained in time to meet the needful demands. 8. Maintenance of the College campus is monitored through regular inspection by the IQAC and is reported to the Principal if and when further up-gradation is required, and accordingly necessary action is taken up. 9. IQAC takes an active role in the overall maintenance and utilization of the College infrastructure and various other facilities. The requirements of the staff and the students are collected by the IQAC on regular basis for discussion and intimated the proposal to the Principal. Necessary action is thereupon taken up with the activities of up-gradation and development of the College under the active role of the concerned Committees and the Staff.

<https://semcol.edu.in/sites/default/files/downloads/Procedure%20and%20Policies%202018-2019.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	(i) Post Metric Scholarship for SC Students, 2018-19 (ii) Post Metric Scholarship for Backward Class Students, 2018-19 (iii) Ishan-Uday Scholarship	800	4000000
b) International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved



NIL	Nil	Nil	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	Nil	NIL	NIL	NIL	NIL
No file uploaded.					

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

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
International Day of Yoga Youth Convention Day	Institutional	209
World Environment Day	Institutional	250
One day Tobacco free Educational Institutions	Institutional	150

Awareness on National Tobacco Control Programme		
Interdisciplinary study tour (1st 3rd Sem of Bot, Zoo and Env Sc.)	Institutional	250
One day workshop on Memory Training on Eximious Mind	Institutional	200
One day regional outreach Bureau under publicity campaign on Ayushmaan Bharat	Institutional	203
NSS programme	Institutional	145
Students Exposure tour	Institutional	35
Non-Staff Exposure Trip at Loktak. ( Non Teaching Staff)	Institutional	40
Annual Fresher's Meet (1st, 2nd, 3rd Students, staff and parents)	Institutional	900
No file uploaded.		

### 5.3 – Student Participation and Activities

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

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

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

Student Council is an active body working for the benefit of the students throughout the year by pursuing several activities within and outside the college campus. They are an instrument in taking the initiative to monitor peaceful friendly environment and also maintain hygiene in the college campus. They work towards promoting and encouraging the students to participate in extra-curricular activities as well as in shaping their personalities and the abilities to face the challenge of life. They are participative and frequently meet the Principal to consider, evaluate and plan for any activities that is beneficial for the students as well as the staff. Thus, the Student Council act as a liaison between the principal, faculty and the students.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

a) Decentralization of Administration: Office administration of the College is done section-wise and department wise in co-ordination with the Principal's office. Procedure of departmental administration is linked with the Principal's office in proper channel. The Librarian and the Heads of the Department are subordinate executors of the College under the direct dealing of the Principal. IQAC of the College plays an important role in bringing out quality education. Hence the Principal, being the Chairperson of the IQAC delegates the members of IQAC to implement teaching -learning a very resourceful with quality for the students to impart. b) Participation in Management: All the teaching and non-teaching staff is made to equally involved in the work of College Management. Sub Committees namely Academic Committee, Examination Committee, Library Committee, Student' Welfare Committee, NSS Committee etc. take an important role and participated in the developmental programme of the College.

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

Yes

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Students of various communities are admitted in the College. Counselling of the students is taken up by the administrative office along with the IQAC to guide the students in choosing their choice of subjects.
Industry Interaction / Collaboration	Skill based trades namely 1. Information IT Services 2. Food Processing Engineering under B.Voc. programme and certificate course in Horticulture under RUSA are linked with industry partners. Students are often taken for an industrial visit to increase and enlighten their practical knowledge.
Human Resource Management	Students are encouraged to participate in quiz, debate competitions, study tours to enhance their skills and practical experiences. The College organises workshop on Memory Training on Eximious Mind to sharpen their memory and makes use of it for better living. Faculty members

	are encouraged to participate in Workshops, Seminars, Conferences, Refresher/Orientation courses etc. to freshen their mind and enhance knowledge to be in line with the changing technology.
Library, ICT and Physical Infrastructure / Instrumentation	Library of the College is fully automated-List facility under INFLIBNET is also provided to the teachers and students of the College to make use of the e-books, e-journals etc. provided. Various journals are subscribed for the staff and students. Computers and projectors are provided in all the Science and in some Arts Department. Many more computers are purchased under UGC Scheme-B.Voc. trade viz. Information IT Services.
Research and Development	a) Teachers are encourage to take up Major and Minor Research Projects to enhance their knowledge and update themselves to the changing world. b) Some of the teachers are engaged in the paper evaluation of the examinations from time to time. b) Teachers are also encouraged to publish papers of their research works in both National and International journals.
Examination and Evaluation	All the process for conduct and evaluation of semester examinations are done by the University. However, the College conducts internal examinations like class tests, unit tests etc. to assess the performance of the students and draws ways and means to improve their learning skills.
Teaching and Learning	1. Modern method of teaching aids is provided to the teachers to enhance their teaching skill as well as impart to the students to cope up with the changing world. 2. Departmental study tours and field works are organized within the state to enlarge the students' knowledge with practical experiences. 3.Upgradation of the College Library with better provisions like increasing the reading materials etc.
Curriculum Development	Since the College is affiliated to Manipur University, the curriculum development is decided by the University itself.

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

E-governance area	Details
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Planning and Development	At present, the administrative office is partially automated. The College is planning to have a fully automated office for better transparency and effectiveness. Library is fully automated.
Administration	The College being a Government Aided College is managed by the Governing Body and administered by the Principal's office. Administration of the College is headed by the Principal and supported by the Vice-Principal, HoDs, Various Committees and the administrative staff for the smooth functioning of the College.
Finance and Accounts	Admission fees taken in cash but are automated. Salary of the staff is transferred to their respective accounts. PFMS is implemented in transferring cash to the vendors in respect of money received from UGC under various schemes.
Student Admission and Support	Applications are directly submitted in the College office. Counselling of the students for selection of courses and subject combinations are done by the administrative office and the IQAC.50 discount in admission for the differently abled students
Examination	Examinations are conducted in the College as per the rules and regulations of Manipur University. However, evaluations of answer script are done by Manipur University.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2018	NIL	Three Days workshop on Accounting	07/08/2018	09/08/2018	Nil	9
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course organised by Human Resource Development Centre	1	19/11/2018	11/12/2018	21
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
91	91	60	60

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maternity leave, study leave, duty leave	Special leaves for trainings like office procedure, account and any training related to their post.	10 financial aid to 1st Semester General students

## 6.4 – Financial Management and Resource Mobilization

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

Internal Management Audit by auditors appointed by the Governing Body. External Audit by Chartered account.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Manipur University	Yes	IQAC Departments concerned
Administrative	Yes	Cooperative Society	Yes	Management/Go verning Body

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

1. Provides feedback suggestions for the college development. 2. Helps to assess the academic progress of the students. 3. Parents are contacted when their wards has low attendance.

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

1. Organized staff exposure tour to Loktak on 9th June, 2018 2. Organized a Three Days Workshop on "Accounting" from 7th to 9th August, 2018. 3. Memory training on eximious mind on 24th October, 2018.

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

1. Further strengthen the performance of the Research Committee formed to foster academic research among the teaching staff. 2. Inhance the use of ICT by faculty in the teaching-learning process 3. Contact various batches of alumni for strengthening the Alumni Association and also to register the association at the earliest.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Feedback Survey	09/04/2019	09/04/2019	19/04/2019	124
2018	To conduct frequent meeting of IQAC so as to improve quality education	02/06/2018	02/06/2018	04/03/2019	7
2018	Three Day Workshop on Accounting for Administrative staff	07/08/2018	07/08/2018	09/08/2018	12
2018	Workshop on Memory Training on eximious mind	24/10/2018	24/10/2018	24/10/2018	54

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	Nil	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

1. Labelling of trees in the College campus with their botanical names.
2. Celebration of World Environment Day on 5th June, 2019.
3. Encouraged tree plantation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	5	01/05/2018	92	NSS	Awareness to the local village people through slogan on cleanliness, hygiene,	29



						tree plan tation and sanit ation.
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2018	05/06/2018	90
National Unity Day	31/10/2018	31/10/2018	85
World Aids Day	01/12/2018	01/12/2018	100
International Women's Day	08/03/2019	08/03/2019	95

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

1. One day cleanliness drive on 8th August 2018. 2. Observation of World Environment Day on 5th June, 2019. 3. Swachh Bharat Summer Internship on 24th July, 2018 by cleaning the College and Kapaam Village by the students under the guidance of the staff. 4. Plantation and cleaning of the College campus on 2nd October, 2018 under Swachhata Hi Seva Campaign. 5. Social service within and outside of the college campus on 2nd Oct, 2018.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. TOPIC: Go green environment campaign for harmonious eco system GOAL: • To make conscious of the green plants and their role to the environment • To make students and surrounding villagers understand their important role for making their earth fit for human beings. • To get rid of environmental pollutions, global warming and irregular seasonal rainfall. • To reduce the risk of environment related diseases. • To make the air we breath the most perfect one. • To regulate extensive deforestation in the surrounding area. CONTEXT: The college is located in the south eastern part of Manipur, at the foothills of Chandel District. Categorically, it is in a biodiversity hotspot area. Unfortunately the new generation lack consciousness for the surrounding environment and its important role for making the earth most perfect place for human beings. It has been quite obvious for the past many years that extensive deforestation have been practiced rampantly for different purposes in the surrounding area without any sort of regulation from the authority concern. In these contexts of negligence by the surrounding villagers, the college has taken up initiative to make aware of the environment by planting new saplings inside the campus and spread this message to the surrounding villagers. PRACTICE: • Young dynamic students are made aware of the environment and its role in the eco system so as to spread their constructive knowledge to their respective villagers to keep away from environmental destruction. • As a go green campaign, the college campus and its surroundings have been planted many new saplings. • Campaign for mass awareness of surrounding villagers to make

them understand the need of new plantation and restriction in cutting of trees.

**EVIDENCE OF SUCCESS:** • Voluntary plantation of new saplings in surrounding villagers has been started. • The college campus and its surrounding have been decorated by several beautiful trees and indigenous plants. • A sense of relief to all of us from any sort of environmental degradation and its retrospective effect. **PROBLEMS ENCOUNTERED AND RESOURCE REQUIRED** • Some hardships were faced during procurement of saplings from forest department as limited saplings were provided. • Financial constrain during mass mobilization and plantation drive.

• Hardships faced by teachers as well as trained students during mass awareness to surrounding villagers to make them understand the need to the hour to save our environment. **NOTE (OPTION):** Since the recent past, we have been under constant threat which has been unfortunately vis-a-vis lack of new plantation.

The extent of environment degradation has reached to the level of irregular rainfall, global warming and low air quality which can be monitored and rectified by ourselves to make this earth a harmonious ecosystem for human survival in the best way as it suppose to be. **B. TOPIC:** Food Processing and Preservation- a way to small scale entrepreneurship for rural life **AIM:** • To train some selected villagers for food processing and preservation. • To make those interested villagers capable of earning with the limited resources available with them. • Natural resources such as bamboo shoots, several local fruits, fish and useful wild plants are utilized in a very scientific way to get maximum use and preserve for long term purpose. • To encourage small scale entrepreneurship in the village. • Modernization of traditional methods of food processing and preservation in the light of scientific approach. **CONTEXT:** The maximum population surroundings the college comprised of several tribes, having different food habits and different ways of food preservation and processing. Traditional pattern of each tribe is unique and modernization with scientific approach to their unique tradition of food processing and preservation is so much applicable to the modern life. Availability of natural resource is also diverse in the periphery of the college and these resources can be made use of maximum to the extent of earning income for villagers by applying modern scientific methodologies. In fact, it is a boom to the villagers with limited resources with them. **PRACTICE:** • The department of Food Processing and Engineering has trained some selected villagers to the techniques of food processing and preservation in the context of modern scientific approach. • Packaging of preserved foods which are locally available for the purpose of small scale entrepreneurship have been done successfully. • Traditional food processing techniques have been modernized and glorified to attract customers.

**EVIDENCE OF SUCCESS:** • Small scale entrepreneurs have been successfully established by villagers. • Locally available natural resources, which are otherwise gone waste, have been made best use by processing and preserving for future use. • Packaged preserved foods have been in constant demand by many customers. • Quality of rural life have been improved considerably by economic growth and sustainable development **Problems encountered and resource required:** • Financial constrain for infrastructure development and skill development have been a major hardship • Training of villagers in scientific approach have been a challenging task • Customer attraction and advertisement have not been an easy task • Limitation of activities for having been in rural area have been a major problem for those who looked for entrepreneurs **Notes (Optional)** The different tribal population surrounding the college have unique traditional pattern of food processing and preservation. Although, there have been no scientific approach in their methods, there is still advantages out of the experience of their rural life. Such unique traditional ways have been modernized and glorified with scientific approach so as to uplift the rural life to an economically sustainable society.

life to an economically sustainable society.

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

[https://semcol.edu.in/sites/default/files/downloads/Best%20Practice%202018-2019\\_1.pdf](https://semcol.edu.in/sites/default/files/downloads/Best%20Practice%202018-2019_1.pdf)

### 7.3 – Institutional Distinctiveness

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

TRANSFORMING LIVES OF STUDENTS THROUGH 'INFORMATION TECHNOLOGY' (IT)

Information Technology (IT) has an important role in enhancing the quality of education. The traditional teaching learning method has failed to provide the students the opportunity to learn "IT" in keeping pace with the fast developing computer world. In short, IT is the use of any computers and other physical devices to create, process, store, secure and exchange of all forms of electronic data for academic purpose. Therefore, knowledge and skills of IT has become an indispensable component of students' success both academically and personally. In order to make up the shortage in the Teaching learning process of the college, we have opened an "Information Technology" cell in the college. IT cell helps the students in imparting useful information that is beneficial in the pursuit of their knowledge. Objectives of opening IT Cell: A. Information Technology (IT) increases the flexibility of delivery of education so that learners can access knowledge anytime from anywhere. B. IT presents a complete new learning environment for the students. Critical thinking, research and evaluation skills are growing importance as students have increasing volumes of information from variety of sources to sort through. Here, "IT" is the only solution. IT is also a changing process of teaching and learning by adding elements of vitality to learning. C. IT enhances the quality of education in many ways, by increasing learner's motivations engagement, by facilitating basic skills in the use of computers and internet technologies etc. D. IT helps to access education, strengthen the importance of education to the increasing digital workplace and lift educational quality. IT has brought an impact not only on the concept of what students should learn but also on how students should learn. Along with a shift of Curricula from content-centred to competence based, the mode of curricula delivery has now shifted from teacher-centred form of delivery to student-centred form of delivery. Thus IT has helped in directing education system towards a new mode of education system. In today's world, one finds education more interesting and becomes a fun for the students. Videos, television, multimedia, computers, software combined with sound and colourful images used in teaching learning process have invoked student's interest in the digital world. Some of the tangible signs of development brought in by IT in the academic atmosphere of the college can be summed up as follows: I. Expression of competitive spirits among the students. II. Improvement in academic performance of the students. III. Enthusiasm in learning process. IV. Eagerness shown for new information feeds from the IT cell.

Provide the weblink of the institution

<https://semcol.edu.in/sites/default/files/downloads/Institutional%20Distinctiveness%202018-2019.pdf>

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

1. Implementation of proper Mentoring system for all round development. 2. Conduct seminars, workshops, conference symposium in all the disciplines at international level 3. Registration of the Alumni Associative and their effective participation in all the College activities. 4. Strengthening of e-governance facilities. 5. Awareness campaign to neighboring communities on usage and conservation of water. 6. Enumerating the importance of co-curricular participation.

