



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	South East Manipur College
• Name of the Head of the institution	Dr.L.Khiloni
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03848265231
• Mobile No:	9612446352
• Registered e-mail	semco_college@rediffmail.com
• Alternate e-mail	lkhiloni @gmail.com
• Address	P.o Pallel, Chandel District, Manipur
• City/Town	Chandel
• State/UT	Manipur
• Pin Code	795135
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)												
• Name of the Affiliating University	Manipur University												
• Name of the IQAC Coordinator	Monica Jasmine Langhu												
• Phone No.	8826259668												
• Alternate phone No.	9612977011												
• Mobile	8826259668												
• IQAC e-mail address	semco_college@rediffmail.com												
• Alternate e-mail address	miranda.mutuwa@gmail.com												
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.semcol.edu.in/sites/default/files/downloads/AQAR%202019-2020%20%282%29.pdf												
4. Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.semcol.edu.in/sites/default/files/downloads/Academic%202022-2023_0.pdf												
5. Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>B++</td> <td>2.8</td> <td>2023</td> <td>14/02/2023</td> <td>13/02/2028</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	B++	2.8	2023	14/02/2023	13/02/2028	
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 2	B++	2.8	2023	14/02/2023	13/02/2028								
6. Date of Establishment of IQAC	21/04/2014												
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Nil	Nil	Nil	Nil	Nil			
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Nil	Nil	Nil	Nil	Nil									
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	12	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>- The college was accredited B++grade (2nd Cycle) on 14th February, 2023, which is the third highest amongst all colleges in the State and top amongst all Government colleges. - With the initiative of IQAC, the college has partnered with Ministry of Education under the program - Unnat Bharat Abhiyan on 27th February 2023. Under this program, the college adopted five villages:- Khuringmul village, Khukthar village, Heigrutampak village, Kapaam village and Leipungtampak village. - Reviewed and monitored implementation of academic calendar and teachers' workload and lesson plans. - Reinforced college's tradition in providing holistic education, community outreach and innovative collaborations. - Encouraged faculty members to focus on research, publication, and to participate in seminars, Faculty development programs and refresher courses etc. to elevate the quality of research, innovation and professional development of the faculty members.</p>		
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
1. To organize One Day Workshop on implementation of NEP, 2020	1. One day Workshop on NEP 2020 was conducted on 30th June,2022. Prof. W. Joytirmoy,Principal,Namboi L Sanoi College and Kh. Dinesh Kumar Singh, Associate Professor, DMCTE were invited as resource persons
2. Review of the SSR criteria and discussion on Action Plan	2. A staff meeting for NAAC preparation was decided on 11th April, 2022, and for non-staff on 12th April, 2022
3. Submission of IIQA	3. IIQA to be submitted on the 25TH May, 2022
4. To organize awareness program on Cyber security	4. Workshop on 'Cyber Jaagrookta (Awareness) Diwas was conducted on 12th October, 2022
5. To observe Indian Constitution Day	5. IQAC in collaboration with NCC and Political Science observed Indian Constitution Day on 26th November, 2022
6. Final review of College preparedness of the NAAC visit	6. NAAC team visited the college on 7th and 8th of February, 2023. The college successfully was accredited with B++ grade on 14th February, 2023
7. To organize 'National Science Day'	7. A program on the theme ' Global Science Day' was organized by Department of Physic and IQAC to observe 'National Science Day' on 27th Feb, 2023
8. To organize Workshop on Administrative File management	8. The program was conducted with 14 non- teaching Staffs as participants.
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Academic Council and HoDs	18/03/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-24	02/04/2024

15. Multidisciplinary / interdisciplinary

The institution offers programs in Bachelor of Arts with 8 Courses, Bachelor of Science with 10 Courses & Bachelor of Computer Application. We have MIL in Hindi, Manipuri & Thadou-Kuki at present, along with English. To provide a holistic & multidisciplinary education, an inter-disciplinary curriculum has been proposed which will give the students the freedom to choose from the above ranges plus to add more courses using the expertise of the present faculty and to invite guest faculties to hold special classes. We proposed to communicate & to collaborate with the Institutions within the range of our college to initiate exchange programmes of both the students & faculty where needed for courses we do not have and vice versa. The introduction of NEP 2020 in the academic year of 2022-23 has reinforced multidisciplinary and interdisciplinary approach to the curricula.

16. Academic bank of credits (ABC):

Data of all the students of each semester are stored in soft copies by the respective administrative staff which will be modified in line with the centralized database for the academic credits. Once our affiliating University intimates the establishment of a centralized database to digitally store the academic credits earned by the students from various courses, we will send the students' data and the credits scored by the students will be available online.

17. Skill development:

The college is in conception stage for utilizing the expertise of the Local Experts to teach our interested students the traditional Arts & Crafts, Handloom etc. We have subject experts on ICT who will be providing short term trainings on computer skill etc.

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

The location of our college opens avenues to pave ways for integrating the diverse Indian languages into our courses. We have faculties from a number of endangered languages - Anal, Moyon, Monsang, Tarao, Thadou-Kuki etc whose knowledge we can utilize. Exchange and outreach Programmes with youth from these communities has enhanced the integration of local, indigenous and Indian Knowledge.

Besides this we have department of Hindi, Manipuri and Thadou-Kuki as a part of UG Programme.

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

The learning outcomes of each course are uploaded on our website. These are intimated to the students. It is mandatory for each teacher to submit Course Completion Reports wherein specific outcomes learnt by the students after each unit/topic has to be added. With the new syllabus under NEP, 2020, the learning outcomes have been more elaborated and universal, according to which we have and we will make necessary changes in our pedagogy.

20.Distance education/online education:

The college follows the universities guideline on the mode of teaching-learning methods. The introduction of NEP 2020 strongly emphasised on the blended mode of teaching-learning . In compliance with these new changes, SEMCO ensures that students have access to online learning materials along with classroom experience. E-learning resources are made available in the library through NLIST. Lectures, study materials, educational videos are further disseminated through e-learning platforms like Google Meet, Whatsapp, Zoom and Google classrooms.

Extended Profile

1.Programme

1.1 323

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1056

Number of students during the year

File Description	Documents
Data Template	View File

2.2 889

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

File Description	Documents
Data Template	View File

2.3 310

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 84

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 84

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	323
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1056
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	889
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	310
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	84
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	84
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	93.96
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	30
Total number of computers on campus for academic purposes	

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

The South East Manipur College is affiliated to Manipur University so it adheres to the syllabus prescribed by the University. Before each session begins, the Academic Committee along with the IQAC formulates the Action Plan of the academic year i.e., the Academic Calendar and the Time table/ Routine for the Programmes / Courses offered ; these are then incorporated the whole year round leaving room for addition of new & better options for effective curriculum delivery. Accordingly, Orientation Programmes for the Teachers and the Students are held every year before the class commencement. Departmental meetings are held periodically mainly for (i) distributing the units, (ii) the number of periods & the time to be taken for completion of each unit, (iii) assignments, internal tests, group activities, field /project works etc. lesson plans are made mandatory both for online and offline classes. The Library is well equipped with books, journals and e-books through Inflibnet facility to facilitate the knowledge both ways - to be imparted, and to be gained. Extra activities like tutorials &

special classes are conducted for special needs of the students. There are two smart classrooms which are used by the departments as a supplement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic Calendar is well prepared in advance and integrated in the Prospectus for all the Stakeholders. The Academic Committee and the IQAC under the guidance of the Principal who is the Chairperson of both the Committees, sees that each parameter listed in the Academic Calendar is carried out. Besides, there are several sub - committees like the Examination Committee that sees to all the exam related matters, the Admission Committee, Women Cell, Student Welfare Committee etc. who prepare the programmes for successful implementation of all the parameters listed. An in-depth Institutional Calendar is prepared every year by the IQAC wherein internal institutional upcoming meetings, programmes, important events, conduct of CIE through internal tests, are shown which helps in visualizing the activities lined up. Each Department emphasizes on the conduct of individual student - his/her attendance, interests in the curricular as well as co-curricular activities, his/her proactiveness etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.semcol.edu.in/sites/default/files/downloads/Academic%202022-2023_0.pdf

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

B. Any 3 of the above

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	View File

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

19

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)	View File

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)

0

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

0

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 essence of an institution is shown in the way it integrates cross cutting issues to enrich its curriculum for its individual student, for the community & at large for the nation. Our College, small though it may be, plays an active role in spreading the fragrance in as much relevant issues as it can. We have two units of NSS - NSS I & II, Youth Red Cross, the Students' Union etc in the college. NCC cadet for female students and Electoral club were also formed to further enhance the importance of the cross cutting issues. These cells give students the platform and opportunity to improve their character, personality and academics.

Extension activities like Swachhta Bharat, Environmental awareness programmes were initiated from time to time by the students through the platform of NSS, Youth Red Cross and NCC. Other than those relevant issues in our syllabi, extracurricular activities, workshops, seminars etc were organized to plant the seeds of Ethics, Values, Gender, & the consciousness of the Environmental Sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

File Description	Documents
Any additional information	View File
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)	View File

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

27

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

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	https://semcol.edu.in/sites/default/files/downloads/student%20survey%202022_2023.pdf

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

301

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

284

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Students are identified either as Advance or Slow learners based on their classroom activities and performances. These includes Assessments, interactions, assignments, attendances, participations, etc etc... Various teaching methods and techniques are inculcated to improve and enhance for both Advanced or Slow learners thereafter for an effective teaching learning system.

Advanced learners:

- Encouraging and Guidance by the respective departmental teachers in their preparation to obtained University ranks.
- E-learning, journals and books of varied topics are made available to them in the library to widen their reading scope of reading and learning.
- Assignments on challenging topics are given to them to increase their range of their subject knowledge.
- Encouraging them to participate in district/state/national level competitions for exposure through social interaction with their peers from other institutions.
- Humanities and Social Science students are given questions/ topics related to situational scenarios too.

Slow Learners

- Home assignment on class notes and previous classes are discussed to ensure they retain the subject knowledge.
- Discussions, interactions, personal and academic counseling are some of the strategies which are adopted to encourage and motivate in raising the learning level.
- Remedial and Extra Tutorial classes are conducted so that they could be at par with their classmates.

- Parent-teacher meetings are conducted periodically where parents are informed and updated of their children's progress.
- In the special/extra classes, solved question papers are discussed, and open book test is conducted.
- The Mentor-mentee program not only ensures maximum inclusivity but also checks the students' progression.

File Description	Documents
Link for additional Information	https://www.semcol.edu.in/e-resources
Upload any additional information	View File

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

Number of Students	Number of Teachers
1056	84

File Description	Documents
Any additional information	View File

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

Experiential Learning:

- Department of Sciences & Education have Practical Classes inclusive of and Report writings during their Study tours, Field works.
- Humanities and Social Science students are given Assignments for report writings based on interaction with people and situational scenarios.

Participative Learning:

- Teaching methods that target maximum number of students to response, express, boost their confidence and increase their interest of participation in learning are inculcated.
- In Remedial & Tutorial classes, Syllabus related assignments are discussed where each student share their work creating a room of wider space/scope of learning and improvement.

- The College events like Freshers' Meet and other Literary and cultural functions gives students the opportunity where they exhibit their talents showcasing the diverse communities in the college.
- Students of Physical Education are often enrolled to participate in State, National and International competitions.
- The College magazines and Wall boards also serve as a creative platform where students published articles, poetry, photography etc.

Problem Solving Methodologies:

- ICT tools and applications are incorporated to solve problems for Mathematics, Statistics and Computer Sciences.
- Audio Visual learning facilities in the Smart Classrooms also makes it far easier to See, Observe and Learn.
- Other virtual platforms like Google Meet, Zoom, Whatsapp etc. are a blessing in times of difficult situations for physical classroom teaching-learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://semcol.edu.in/facilities

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

The institution has continuously made efforts to acquire and equip best technologies and facilities within the college campus.

- The College has a Library equipped with best ICT tools available. N-List facility under INFLIBNET is provided to the teachers and students of the College to make use of the e-books, e-journals etc.
- Digital library helps in accessing information and knowledge from all over the world and from other national and international universities. Various journals are subscribed for the staff and students.
- Library resources are maintained and enhanced by the Library Committee periodically and whenever the need arises.
- 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 college has two Smart-class rooms equipped with audio-visual technology to enhance students learning experience and exposing them to wider knowledge base. Equipment include camera, smart TV screen etc.
- Students are able to read, download and participate through the student login-based Moodle interface.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://semco.onlineuhe.in/

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

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

20

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)	View File

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

84

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

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.

The schedule of internal examination is set by the affiliated University i.e., Manipur University. The College Examination Committee (EC) takes up and intimates the HODs of the College on dates for setting questions, submission of question papers, examination schedule and submission of marks. Question setting and requisite of internal examination are discussed during the departmental meetings conducted periodically by each department. The time tables are displayed on the college notice board few weeks prior to the examination and are informed to the students by the teachers in their respective classes.

After the evaluation of the internal examination, the marks are collected from all the departments by the examination committee. All the marks are then compiled with utmost confidentiality before it is sent to the University maintaining a high-level transparency and functional system.

The objective of internal assessment is to gauge students' comprehension of the curricula and to assess their progress and performance. Confidentiality and quality are maintained throughout the process of preparing the question paper. After the submission of the internal marks from each department, the marks go through a scrutiny and marks tabulation is conducted by the College Examination Committee.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The College takes utmost attention to ensure deliverance of timely resolution of grievance which is transparent and effective. In cases where students were absent in the internal examination due to sickness/hospitalization or any emergency circumstances, any of the following methods can be deployed: re-examination, home assignments, presentations whichever is deem fit by the teacher concerned. Answer scripts are distributed and discussed in classroom for feedback and to address any discrepancy. The concerned subject teachers resolved any clarification, doubts or marks discrepancies.

If any grievance arises from students regarding the marks of

internal examination, it is addressed to the Head of Department wherein students can contest the marks and can initiate a re-evaluation through a formal application within a speculated time before the scores are forwarded to the College Examination Committee. If the grievance is valid, the score is updated and the student is informed of the outcome. The finalized score is forwarded to the Examination committee. Concerned resolved issue is recorded by the Examination Committee.

File Description	Documents
Any additional information	View File
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.

The college follows the syllabus of Manipur University and makes both the teachers and students aware of the course outcomes of all the programmes offered by the college. The programmes offered are mentioned in the college prospectus and each programme with its course outcomes are made available on the college official website. This access helps the students to decide in enrolling in the said programmes and courses according to their choice. Students are updated more about the Programme Outcomes and Course Outcomes of the courses and given the opportunity to ask and clear their doubts during the Student Induction Programme.

The Programme outcomes, Programme Specific outcomes and Course outcomes of each department are made available along with the syllabus on the college website based on each Semester and Paper.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://semcol.edu.in/course-objectives-learning-outcomes
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.

1. The college ensures attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes at a maximum level and this is done through a disciplined approach from both the teachers and its students.
2. The teachers also ensure that lesson plans are prepared well in compliance with the University syllabus, maintaining a balanced timeline so that they could be covered within the stipulated time. Lesson plans and course completion reports are countersigned by HODs of each department and kept in the respective Department.
3. Departmental and Faculty meetings are held to check and discuss the matters that could be a help in the teaching-learning system. The College provides a study environment wherein, the students could read, listen and learn. The Library has a sufficient supply of books and a comfortable reading space. The smart classrooms give a digital platform of learning with the audio-video facility. The locality of the college is situated in an area of multi culture which is a blessing for both the college and the students as it serves a huge inclusive learning. IQAC acts as a monitoring system of the college in maintaining timely functioning of each department and also in encouraging the faculty for any creative or innovative ideas for the betterment of learning.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://semcol.edu.in/course-objectives-learning-outcomes

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

310

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://semcol.edu.in/sites/default/files/downloads/ANNUAL%20REPORT%20SEMCO%202022-2023.pdf

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://semcol.edu.in/sites/default/files/downloads/student%20survey%202022_2023.pdf

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)

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

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

7

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

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

4

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

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

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Some of the programs as part of extension activities:

- World Environment Day on 6th June 2022 as 5th was Sunday organised by NSS & NCC
- Awareness Program on Sustainability in relation to 'Only One Earth' on 8th June 2022
- International Yoga Day on 'Yoga for Humanity' organised by IQAC, NSS& NCC
- Mass Tree Plantation Program on 21 July to 31 August 2022
- Inter District Level Extempore Speech Competition on 'National Integration and Patriotism' on 23rd July 2022.
- Interaction with local shopkeepers for plastic awareness on 12th September 2022 by NCC
- International Day of Democracy 15th September 2022
- Lecture on clean water bodies at Liwachanging Government High School Komlathabi on 28th September 2022 by NCC
- Mega Cleanliness drive and Plog Run on 19th October 2022 by NCC & NSS in collaboration with NYK Chandel
- Rastriya Ekta Diwas Pledge & Run for the Unity on 31st October 2022 by NSS & NCC
- Awareness Program on Blood Donation at Primary Health Centre at Kapaam on 27th November by NCC
- Special Camping Programme on 'Youth for Environment' 13-19 December, 2022
- Literacy Awareness Programme at Kapaam Komlathabi Village on 14th December 2022 by NSS
- Literacy Awareness Programme at Penaching village on 14th December, 2022 by NSS

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

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

10

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

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

327

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

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

9

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

South East Manipur College provides infrastructures and facilities that contribute to the academic growth of faculty and students. The college offers nineteen (19) undergraduate programs in Science, Arts, Computer Science and a certificate course in Horticulture.

- There are seventeen class rooms (8 with 2 ICT facilities and 9 with laboratory facilities also used temporary as class room for their respective departments due to the construction of class rooms)
- There are 12 LCD projectors, 21 printing machines and 1 PA system.
- There is one common room for all the Arts departments and one departmental room for the department of Education with Lab.
- There are 51 Computer Desktops and 8 Laptops for students and faculties. Science Departments are provided with a Desktop and a printer while the common room for the Arts faculty is provided with a desktop and a printer. 90% of the Staff used their own personal laptop.
- The college campus is WIFI/LAN enable with 20 mbps from SWAN (Govt.)/SKAY (Private).
- The college library has 8733 books and subscribed 13 print journals. The library has installed SOUL-2.0 library software since 2015. The library provides access to 6000+ e Journals and 199500+ e books under N-List from INFLIBNET.
- The college Library has one reading hall for faculty and students with 50 seating capacity. Inside the library, photocopy facilities are available.

- The college has one WIFI enabled Seminar Hall with a projector and a seating capacity of 80.
- The college is utilizing Moodle e-learning as a source of teaching and learning platform for facilitating teacher-student interactive interface. <https://semco.onlineuhe.in/>
- The campus is under CCTV surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.semcol.edu.in/facilities

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

The college has adequate infrastructure for sports and cultural activities

Sports

- The college has an outdoor playground, one indoor stadium and a hundred bedded sports hostels for students.
- The outdoor sports include football ground, discus, javelin, shot-put, track games, and indoor facility with table tennis, badminton court, carrom, chess, Chinese checker and basic gym equipment.
- Indoor stadium is at the hub of the village, the students made full used of it and surrounding people benefit from it.
- The students of the college participate in various tournaments and competitions and some have been selected for State, National tournaments.

YOGA events

Inside the college premises, every year International Yoga Day is observed in a grand and unique way in order to enrich the yoga culture with the participation of both staff and students. To create positive vibes to the students and the staff, a staff trained in yoga conducts exclusive classes for yoga.

Cultural events

Students are given opportunities to showcase their Cultural interests every year during the Fresher's Meet and any other event

organized in the College. Classical music instruments like tabla, harmonium etc. facilities are provided to students for participation and are kept in the students' common room.

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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.semcol.edu.in/sites/default/files/downloads/Time%20Table%202022-23.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

19.48

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)	View File

4.2 - Library as a Learning Resource

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

Our Library has been using ILMS since 2015. It is located at the heart of the College and its activities are aligned to the vision and mission of the college. We have a book collection of 8733 volumes, Subscription of 13 print journals, periodicals, & 5 Newspapers. The books are properly maintained in different bookshelves according to the DDC method.

SEMCO library has a learning resource centre which plays a significant role in ensuring to meet the requirement of its users. Students and teachers benefit from the rich information resources available in NList program available at the centre. This program has been subscribed since 2015, and has access to 6000+ E-Journals and 199500+ e-books under N-List from INFLIBNET.

The library has 13 functional computers with internet facility for browsing, out of which 11 computers are used to access Web OPAC and online e-Resources made available to teachers and students. The College library is partially automated with SOUL 2.0 version, ILMS (Integrated Library Management Software). One OPAC is also installed in the library to ensure easy access to books. The issue and return of books are done with the help of the software. It has one reading hall for faculty and students with 50 seating capacity. Inside the library, photocopy facilities are available.

- Name of ILMS software: SOUL 2.0
- Nature of automation (Fully or partially) = Partially
- Version_2.0
- Year of Automation: 2015

File Description	Documents
Upload any additional information	View File
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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

3.41

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

136

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

4.3 - IT Infrastructure

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

Our College has 51 Desktop and 8 laptops available for students and faculty. The administrative office is partially automated for activities related to student's admissions, accounts and other administrative services. The office has 7 desktop and 3 printers, 1 laptop and 1 printer in the Principal's office. The College library is fully automated with one server. The college has a total 8 multimedia projector installed in the seminar hall and departmental room. The institute provides campus WIFI/LAN enabled zone. It provides access to desktop for students and faculty to make the learning process more effectively and efficiently. For the support of IT infrastructure, institute seeks advice from IT consultant for maintenance. Antivirus is always updated to secure the systems. Biometric was installed in the year 2017 with iris recognition feature to enable automatic punching of all teaching and non-teaching staff. There are 3 Smart TVs installed as Smart Class Room with Internet facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.semcol.edu.in/facilities

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

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)

73.08

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)	View File

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.

The college ensures regular maintenance and upkeep of all infrastructural facilities. Maintenance is also outsourced to appropriate external agencies. Physical infrastructure is maintained and kept functional for everyday use.

- **Laboratory:** The College has nine (9) Laboratories with required equipment, monitored and maintained by their respective Lab Attendant.
- **Library:** Library committee is responsible for maintenance and utilization of the library resources. Management allocates funds for purchase of new books and other requirements of the library. The library is maintained by 5 staff members headed by the Librarian.
- **Computers:** Training programmes are organized to update the technical know-how of the staff and students so that the IT devices are used properly. The IT Nodal Officer monitors,

updates, maintains records and manages the College website. All the computers in the college have UPS facility.

- **Sports:** The Department of Physical Education, Health Education and Hygiene manages the indoor stadium, infrastructure, and sports store room. The playground and hostel is maintained by the concerned staff.
- **Classroom:** There are 17 classrooms. To ensure uninterrupted teaching-learning activities, classrooms are well maintained.
- **Canteen:** Vision of the canteen is, providing good quality food\eatables at concessional rates, maintaining healthy, hygienic and eco-friendly environment with good service.

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

741

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)	View File

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

1

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)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://semcol.edu.in/international-day-yoga-2022
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

200

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

200

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)	View File

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	View File
Upload any additional information	View File
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

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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**

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**

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

21

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 of the South East Manipur College, Komlathabi are well represented in administrative, co-curricular and extra-curricular activities of the college. To encourage the participation of students in administrative activities a student representative is selected as a member in the Internal Quality Assurance Cell (IQAC). The selected student actively participates in various discussion and is also given the space to put up issues encountered by the students in the college.

Students of the college are also encouraged to join the National Social Scheme, National Cadet Corps, Students' Union and Red Cross. The student volunteers of NSS, NCC, Students' Union and Red cross take the initiatives in organization and mobilization of students in various co-curricular and extra-curricular activities conducted in the college. They also play an integral role in conducting annual programmes like the Fresher' meet, teacher's day etc. of the college.

There is a students' Union of the College whose executives are elected from the interested students. They represent the students and work for the welfare of the students of the college. There is also a Students' Welfare Committee of the teachers whose function is to cater to the needs of the students and work in harmony with the Students' Union.

File Description	Documents
Paste link for additional information	https://semcol.edu.in/node/315
Upload any additional information	View File

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

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 Alumni Association was registered on 16th March, 2021 under the Section 7(1) of the Manipur Societies Registration Act, 1989 (Act of 1990) at Deputy Registrar of Societies, Chandel with the Objective to maintain, deepen and strengthen an enduring lifelong relationship between Alumni and their Alma mater and to support its goals and contribute to its success.

Functions of the Alumni Committee

1. To Promote and foster mutually beneficial interaction between the Alumni and the present students of the college and amongst the Alumni themselves.
2. To identify and promote Alumni success and achievements to advance the credibility and deputation of the college.

3. To organize reunions.
4. To organize productive events that promote the quality of education at SEMCO.
5. To review & formulate questionnaires those are required for alumni feedback and submit a survey report to the IQAC Coordinator at the end of academic year.
6. To initiate record capturing mechanism of alumni students of the college and networking.

The committee shall consist of members as required to the work. The Principal appoints the convener and members of the committee in consultation with the staff. The Alumni Committee play an active role in the extension activities and motivate the students through guidance and counseling of the students of the college.

File Description	Documents
Paste link for additional information	https://semcol.edu.in/iqac-sub-committee
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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

The South East Manipur College visualizes quality and excellence in Higher Education enabling the students in building a prosperous, harmonious, self-sufficient and sustainable society. The college's vision and mission represent the institution's unique features. The college meets the society's educational, social, cultural and economic requirements. Its policies reflect all these qualities. The college's vision and mission are flexible enough to be revised in response to changing circumstances and to meet the goals set out in national higher education policy. The mission of the college is about developing the student's cognitive and paving the way for the students to be self sustaining. The

college tries its level best to achieve the vision by fulfilling the mission and uplifting society through education. The College's various administrative and academic departments are efficiently governed by the Principal with support from the IQAC, Academic Committee, Examination Committee, Student Welfare Committee, Eco-Club, Research and Extension Committee, Alumni Committee, and others, all of which have well-defined roles and principles that are consistent with the college's vision and mission. Because of its rural location, the institution has a tremendous capability to contribute educational opportunities to the weaker and underprivileged sections of the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The administrative responsibilities have been evenly distributed among the teaching and non teaching staff. The college's office administration is done section by section and department by department in collaboration with the principal's office. Departmental administration procedures are properly linked to the Principal's office. The Head of Departments and the Librarian are the college's departmental administrators reporting directly to the principal. The college's IQAC with the Principal on the chair is responsible for initiating, planning, and supervising numerous initiatives that are required to improve the college's educational quality. The Principal delegates to the members of the IQAC the responsibility of implementing an excellent teaching-learning environment for both teachers and students.

Every member of the teaching and non-teaching staff is expected to participate equally in the activities of the College Administration through the various committees formed. Academic Committee, Examination Committee, Student Welfare Committee, Eco-Club, Research and Extension Committee and other sub-committees have been formed and have played an essential part in the developmental programme of the College. These sub-committees are tasked with carrying out various college activities. The principal convenes a staff meeting to discuss and plan for future programmes that the institution will be implementing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college perspective plan is in line with the vision and mission of the college. The perspective plan of the college is prepared to attain the objectives of the quality indicators of the various criteria enshrined in the national policy for higher education. It is effectively deployed to focus on bringing quality improvements in the areas of curricular aspects, teaching, learning and evaluation, research consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management. Various strategies are adopted to assess their implementations such as regular meetings by the Academic Committee, IQAC, stakeholders and other Committees. Feedback from teachers, students, alumnae members and parents, inspection of different departments and their activities by the principal and IQAC. The college has organised various workshops, training and awareness programmes such as workshop on Implementation of NEP, 2020, Academic Bank of Credits, Cyber Jaagrookta (Awareness) Diwas, etc. These give the staffs of the college opportunity to participate and expand their knowledge. The IQAC, SEMCO in collaboration with United College, Chandel organised a Quiz Competition as a part of Students' Exchange Programme. Moreover, the college also organised a District Level Neighbourhood Youth Parliament in collaboration with Nehru Yuva Kendra, Chandel.

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

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.

The organisational structure of the college which consists of the Principal, the teaching staff, the non-teaching staff and the students shows the effectiveness and efficiency of the policies, administrative setup, appointment and service rules, procedures, etc. The Principal is the academic and administrative head of the institution. The Principal under the directives of the Directorate of University and Higher Education, Govt. of Manipur provides guidance in planning, organisation and implementation of all programmes with the assistance of the teaching and non-teaching staffs of the institute. The Principal is assisted by the Vice-Principal, the IQAC, Head of Departments, the Teaching staff and the Non-Teaching Staff which comprises of the Librarian, Head clerk, UDC, LDCs and manual staff. The College's various administrative and academic departments are efficiently governed by the Principal with support from the IQAC, Academic Committee, Examination Committee, Student Welfare Committee, Research and Extension Committee, Alumni Committee, and others. All these committees have their own functions and responsibilities. The recruitment procedure, promotional policies and service rules are as per the rules given by the Directorate of University & Higher Education, Government of Manipur and the guidelines of UGC for appointments of teachers and other academic staff in Government Colleges.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://semcol.edu.in/organisational-structure
Upload any additional information	View File

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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

1) Leave Benefits:

(i) Duty leave upto 30 days in an academic year may be granted for the following purposes:

- Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor/Principal of the College;
- For performing any other duty assigned to him/her by the university/college. Etc.

(ii) Other leaves for both teaching and non-teaching staffs such as Study Leave, Sabbatical Leave, Casual Leave, Special Casual Leave Earned Leave, Half Pay Leave, Commuted Leave, Extraordinary Leave, Leave Not Due, Maternity Leave, Child Care leave, Paternity Leave, Adoption Leave, Surrogacy Leave are as per State norms.

2) Retirement Benefits: Teaching and Non-teaching staffs are enrolled in General Provident Fund (GPF) and National Pension Scheme (NPS).

3) Die-in-harness as per state norms.

4) Medical Benefits: Medical benefits and reimbursement are as per

state rules.

5) Canteen, clean drinking water and parking facilities are provided for both teaching and non-teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

8

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

32

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

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

The college's Performance Appraisal System for teaching and non-teaching staff is done in the following ways: Each Head of Department submits a Performance Appraisal form at the conclusion of each year. HODs produce departmental reports that evaluate

teachers' teaching-learning activities. This provides information regarding the effectiveness of the teacher's teaching approaches and their effects on pupils. Every year, teachers complete the Self-Appraisal form to document their professional development activities such as paper presentations, publications, Orientation Course, Refresher Course, seminars, and conferences. The Student Satisfactory Survey allows students to provide comments about their teachers and the college in general. HODs are responsible for evaluating the activity of non-teaching staffs allocated to their departments. The Head clerk evaluates the administrative section's staff. The Principal also conducts frequent inspections of the departments, classrooms, labs, and other facilities to verify that they are in excellent functioning conditions. All reports submitted by HODs, teachers, head clerk, and other departments are received by the IQAC. With the support of IQAC, the Principal assesses these feedback forms. Employees are provided constructive feedback and corrective measures to help them improve their performance and efficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1. **Internal Audit:** Income and Expenditure of the College are internally audited by two of the senior Teachers appointed by the College.
2. **External Audit:** Income and Expenditure of the College are audited externally by the the Local Fund Audit, Government of Manipur.

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)

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

Admission fees are collected from the students for regular courses and properly used in maintaining the academic development of the College. The College depends on the grants received from other agencies like UGC, RUSA and the State Government for maintaining infrastructure.

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

In tune with the strategies to be evolved, the following practices propounded by the IQAC has been institutionalised:

1) Decentralization of Administration through Committee Formation: The college encourages a decentralised and participatory management culture in which all teaching staff, non-teaching employees, and stakeholders are included in the decision-making process. Every member of the teaching and non-teaching staff is expected to take an equal responsibility in the College administration's functions. Participatory management is implemented in the college through the formation of various

committees. Academic Committee, Alumni Committee, Eco Club, Grievance Redressal Committee, Parent Teacher Committee, Research and Extension, Student Welfare Committee, Women Cell, Library Committee, and Examination Committees all play important roles in the college's progress.

ii) Education for under privilege section of the society: The college is located in Chandel district, Manipur, in a rural and multi-ethnic location. Its mission is to improve the quality of education for the region's underprivileged and marginalized students. Every effort is made to guarantee that children obtain a high-quality and low-cost education, acquire life skills, and build a bright future. The college makes ongoing attempts to fulfil its social duty by empowering socio-economically disadvantaged members of the society via education

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

There have been incremental improvements in many spheres. Institutional reviews and implementation of teaching learning reforms are facilitated by the IQAC. It strives to improve the quality of teaching and learning activities by encouraging novel pedagogical approaches such as Blended Learning, Field Trips and Reports, Seminars, Workshops, and others, in addition to curriculum fulfilment through Assignments, Tutorials, and other means. It has supported the usage of MOODLE e-learning system, WhatsApp, and student evaluation through examinations and assignments. Teachers are encouraged to attend Orientation programmes, refresher courses, Faculty Development Programs, Seminars and workshops, and other opportunities to enhance their knowledge and expertise. The IQAC supports research culture among the teaching faculty in order to foster academic engagement. The college has organised various webinars, workshops, training and awareness programmes. The college with the initiative of the IQAC has organised Quiz Competition and District Level Neighbourhood Youth Parliament in collaboration with other institutions like United College, Chandel and Nehru Yuva Kendra, Chandel. With the

dedicated effort of the IQAC and staffs, the college was accredited with 'B++' Grade (2nd Cycle) by NAAC on February 14, 2023

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	https://semcol.edu.in/sites/default/files/downloads/ANNUAL%20REPORT%20SEMCO%202022-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

a) **Safety and Security - Safety, security, wellbeing along with gender equity and friendly working atmosphere are the main concern of the college.**

1. As a precautionary measure, the college installed

CCTVCameras mounted in the campus especially at the entrance points, walkways, Administrative block, Departmentalrooms, Principal's office.

2. Different committees are formed to look after the behavioral issue with respect to academic misconductto curb ragging and ensure measures for any sexual or mental harassment.
3. Care is also taken for sanitation and hygiene of female staffs and students. A sanitary vending machine with Incinerator isinstalled at a female washroom.
4. Women NCC wing was formed under the aegis of 65 girls battalion Imphal. Proper training is givenon self-defense and overall personality development. This enhances their moral confidence and social responsibility as a good citizen.

b) Counseling: The college has a Grievance Redressal Cell to counsel students and adress any grievances.It aims at promoting and improvingstudents' academicand all-round personality development.

c) Common Room: There is a common room accessible for girlstudents . Recreational programmes areconducted at common room. T.V with Internet facility, musical instrument such as guitar, harmonium and tabla are made available.

File Description	Documents
Annual gender sensitization action plan	https://www.semcol.edu.in/sites/default/files/downloads/Action%20Taken%20Report%202022-2023.pdf
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	https://www.semcol.edu.in/sites/default/files/downloads/7.1.1.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

a) **Solid Waste Management:** The following actions were undertaken for the safety disposal of waste from the campus. 1. Double-case dustbins, Bio-degradabel and Non-Biodegradabel dustbins are installed at the college campus, one near the open shed and the other at the college canteen. One for biodegradable waste and other non-biodegradable waste. Each department has their own departmental dustbins. 2. Solid waste and Non-Biodegradabel waste is collected from the campus on weekly basis by the Kapaam village waste-vehicle weekly and disposed at the village dumping site. 3. Bio-degradable waste was disposed at the composed pit near the Botanical Garden in a sustainable way. The manure is used in the botanical graden as well as in other vegetable gardens.

b) **Liquid Waste Management:** The Liquid waste discharge from the wash rooms are drained out to the main drain through pipe line. c) **Hazardous Chemical Waste Management:** The hazardous chemical waste from the science laboratory is being efficiently disposed in the form of liquid waste taking care to minimized wastage. Dilution to the drainage is offered as the most appropriate method of disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.semcol.edu.in/sites/default/files/downloads/7.1.3%20COMPOST%20PiT.pdf
Any other relevant information	View File

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 A. Any 4 or all of the above

Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File
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

D. Any 1 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	View File

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	View File
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).

Keeping in view of the vision, the college adopted every possible practice to cater different sections of the community by following a reservation of free and fair admission policy. Most students belonging to economically weaker family deserving to pursue their higher education are admitted in the college. Students belonging to backward classes like ST/SC/OBC can avail state government and central government scholarship. The college gives scholarship of 10% of the general students. It also gives incentives to meritorious students as well. The college organizes and participated in the following programmes to sensitized and promote communal harmony and their social responsibility towards national development and integration such as -

1. World Environment Day on 6th June, 2022.
2. Quiz Competition on Indian freedom struggle movement from 1857 to 1947 as a part of Students' Exchange Programme in collaboration with United College, Lambung, Chandel on 8th

June, 2022.

3. International Yoga Day on 21st June, 2022.
4. National Sports Day 2022 on 29th Aug, 2022
5. Mega Cleanliness drive and Plog Run on 19th October, 2022.
6. Rastriya Ekta Diwas Pledge & Run for the Unity on 31st October, 2022.
7. Freshers Meet 2022 on 4th November, 2022.
8. Indian Constitution Day on 26th November, 2022.
9. Special Camping Programme, Theme: 'Youth for Environment' (13th - 15th December, 2022)
10. District Level Neighbourhood Youth Parliament in collaboration with Nehru Yuva Kendra, Chandel on 2nd March, 2023.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

1. International Yoga Day on the theme 'Yoga for Humanity' organised by IQAC, NSS & NCC ON 21st June 2022.
2. Inter District Level Extempore Speech Competition on the Theme 'National Integration and Patriotism' on 23rd July 2022.
3. Observation of Patriots' Day on 13th August 2022 organised by IQAC SEMCO.
4. National Sports 'Day on 29th August 2022 organised by Department of Physical Education, IQAC & NSS Unit-I & II.
5. International Day of Democracy 15th September 2022 organised by Department of Political Science in collaboration with IQAC, SEMCO.
6. Rastriya Ekta Diwas Pledge & Run for the Unity on 31st October 2022.
7. Observation of Indian Constitution Day on 26th November 2022 organised by Department of Political Science in collaboration with IQAC & 65(M)Girls Bn NCC, SEMCO.
8. International Mother Language Day on the theme Multilingual Education: A Necessity to Transform Education organised by

IQAC & Department of English, SEMCO on 21st February ,2023.

9. District level Neighbourhood Youth Parliament organised by Nehru Yuva Kendra Chandel and South East Manipur College on 2nd March 2023.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

The following are the list of national/international commemorative days, events and festivals celebrated and organized by the South East Manipur College:

1. World Environment Day, 6/6/2022.

2. Awareness Program on Sustainability in relation to 'Only One Earth' ,8/6/2022 by department of Environmental Science & Eco Club under IQAC.
3. International Yoga Day on the theme 'Yoga for Humanity' organised by IQAC, NSS & NCC, 21/6/2022.
4. Inter District Level Extempore Speech Competition on the Theme 'National Integration and Patriotism', 23/7/2022.
5. Observation of Patriots' Day, 13/8/2022 organised by IQAC.
6. National Sports 'Day, 29/8/2022 organised by Department of Physical Education, IQAC & NSS Unit-I & II.
7. Teachers' Day on the theme 'Leading in crisis, reimagining the future' organised by Students Welfare Committee & IQAC, 5/9/2022.
8. Observation of International Literacy Day on the theme Transforming Literacy Spaces, 8/9/2022 organised by IQAC and NSS I & II.
9. International Day of Democracy, 15/9/2022 organised by Department of Political Science in collaboration with IQAC.
10. Rastriya Ekta Diwas Pledge & Run for the Unity, 31/10/2022.
11. Observation of Indian Constitution Day, 26/11/2022 organised by Department of Political Science in collaboration with IQAC & 65(M)Girls Bn NCC.
12. International Mother Language Day on the theme Multilingual Education: A Necessity to Transform Education organised by IQAC & Department of English, 21/2/2023.
13. National Science Day, 28/2/2023 on the theme Global Science for Global Wellbeing organised by Department of Physics in collaboration with IQAC.
14. District level Neighbourhood Youth Parliament organised by NYK Chandel and SEMCO, 2/3/2023.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

[Click Herefor details.](#)

1:Upholding Diversity and Building Inclusivity

Goal:Our college focuses on creating opportunities for higher education to the weak and underprivileged remote tribal areas irrespective of caste and culture, gender, religion, ethnicity, cognitive and physical ability.

Contex: Our college caters to the needs of rural tribal dominated areas by providing opportunities where they can get a chance to enroll in a formal education. To upgrade their knowledge and to motivate them we invited a renowned personalities/educationist at college functions to inspired them.

Practice: Students from different backgrounds were admitted in the college, 10% general students who are economically weak were given financial assistance. Infrastructure facilities like ramp were constructed for differently-abled students in all the departments including library, administrative office and toilet. During fresher's meet the students showcase their rich cultural attires and practices. Hence it promotes the culture and the spirit of unity in all diverse culture.

Evidence of success: Students display sense of unity, tolerance and accommodative attitudes towards their fellow students and to all the teachers and non- teaching staff of the college. This approach has had a great impetus in fostering a team spirit, camaraderie, inclusiveness, a dedication to the common good.
Problems encountered: The state of Manipur is infested with an ethnic turmoil. Hence, the college tries to initiates and embraced the spirit of unity, brotherhood in a strife torn state with a lot of difficulties and challenges.

2:Fostering leadership and social engagement among the Youths

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

TOPIC: Community Welfare Service

The South East Manipur College was founded in the year 1981 in a remote tribal area with a Mission to provide higher education to the weak and under-privileged sections. The college is committed to usher in socio economic transformation by rendering selfless services for the local communities. To realize our mission, the college organizes different programmes and seminars to instill sense of social responsibilities towards community and environment. Besides class-room knowledge, practical knowledge of life can only be achieved only when the student venture out of the campus into the society. The college tries its level best to inculcate the sensitivity amongst the future generation to identify their potential and to servesociety. Thus, shaping students navigate the intertwining relationship between Self, Society and Environment.

The UBA (Unnat Bharat Abhiyan) cell for SEMCO was formed on 27th Feb. 2023 with a Mission to work towards the upliftment of the rural areas in the vicinity of the college and to build the linkage between the Institution, Industry and the Community. Under UBA, the College adopted five villages namely, Khuringmul village, Khukthar village, Heigrutampak village, Kapaam village and Leipungtampak village. Main objective is to develop eco-friendly technologies using the available local resources, to generate employment opportunities, to build a relationship with adopted village for the developmental planning.

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

The South East Manipur College is affiliated to Manipur University so it adheres to the syllabus prescribed by the University. Before each session begins, the Academic Committee along with the IQAC formulates the Action Plan of the academic year i.e., the Academic Calendar and the Time table/ Routine for the Programmes / Courses offered ; these are then incorporated the whole year round leaving room for addition of new & better options for effective curriculum delivery. Accordingly, Orientation Programmes for the Teachers and the Students are held every year before the class commencement. Departmental meetings are held periodically mainly for (i) distributing the units, (ii) the number of periods & the time to be taken for completion of each unit, (iii) assignments, internal tests, group activities, field /project works etc. lesson plans are made mandatory both for online and offline classes. The Library is well equipped with books, journals and e-books through Inflibnet facility to facilitate the knowledge both ways - to be imparted, and to be gained. Extra activities like tutorials & special classes are conducted for special needs of the students. There are two smart classrooms which are used by the departments as a supplement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic Calendar is well prepared in advance and integrated in the Prospectus for all the Stakeholders. The Academic Committee and the IQAC under the guidance of the Principal who is the Chairperson of both the Committees, sees that each parameter listed in the Academic Calendar is carried out. Besides, there are several sub - committees like the

Examination Committee that sees to all the exam related matters, the Admission Committee, Women Cell, Student Welfare Committee etc. who prepare the programmes for successful implementation of all the parameters listed. An in-depth Institutional Calendar is prepared every year by the IQAC wherein internal institutional upcoming meetings, programmes, important events, conduct of CIE through internal tests, are shown which helps in visualizing the activities lined up. Each Department emphasizes on the conduct of individual student - his/her attendance, interests in the curricular as well as co-curricular activities, his/her proactiveness etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.semcol.edu.in/sites/default/files/downloads/Academic%202022-2023_0.pdf

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	View File

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

19

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)	View File

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)

0

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

0

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 essence of an institution is shown in the way it integrates cross cutting issues to enrich its curriculum for its individual student, for the community & at large for the nation. Our College, small though it may be, plays an active role in spreading the fragrance in as much relevant issues as it can. We have two units of NSS - NSS I & II, Youth Red Cross, the Students' Union etc in the college. NCC cadet for female students and Electoral club were also formed to further enhance the importance of the cross cutting issues. These cells give students the platform and opportunity to improve their character, personality and academics.

Extension activities like Swachhta Bharat, Environmental awareness programmes were initiated from time to time by the students through the platform of NSS, Youth Red Cross and NCC. Other than those relevant issues in our syllabi, extracurricular activities, workshops, seminars etc were organized to plant the seeds of Ethics, Values, Gender, & the consciousness of the Environmental Sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

File Description	Documents
Any additional information	View File
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)	View File

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

27

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

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	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	https://semcol.edu.in/sites/default/files/downloads/student%20survey%202022_2023.p df

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

301

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

284

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Students are identified either as Advance or Slow learners based on their classroom activities and performances. These includes Assessments, interactions, assignments, attendances, participations, etc etc.. Various teaching methods and techniques are inculcated to improve and enhance for both Advanced or Slow learners thereafter for an effective teaching learning system.

Advanced learners:

- Encouraging and Guidance by the respective departmental teachers in their preparation to obtained University ranks.
- E-learning, journals and books of varied topics are made available to them in the library to widen their reading scope of reading and learning.
- Assignments on challenging topics are given to them to increase their range of their subject knowledge.
- Encouraging them to participate in district/state/national level competitions for exposure through social interaction with their peers from other institutions.
- Humanities and Social Science students are given questions/ topics related to situational scenarios too.

Slow Learners

- Home assignment on class notes and previous classes are discussed to ensure they retain the subject knowledge.
- Discussions, interactions, personal and academic counseling are some of the strategies which are adopted to encourage and motivate in raising the learning level.
- Remedial and Extra Tutorial classes are conducted so that they could be at par with their classmates.

- Parent-teacher meetings are conducted periodically where parents are informed and updated of their children's progress.
- In the special/extra classes, solved question papers are discussed, and open book test is conducted.
- The Mentor-mentee program not only ensures maximum inclusivity but also checks the students' progression.

File Description	Documents
Link for additional Information	https://www.semcol.edu.in/e-resources
Upload any additional information	View File

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

Number of Students	Number of Teachers
1056	84

File Description	Documents
Any additional information	View File

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

Experiential Learning:

- Department of Sciences & Education have Practical Classes inclusive of and Report writings during their Study tours, Field works.
- Humanities and Social Science students are given Assignments for report writings based on interaction with people and situational scenarios.

Participative Learning:

- Teaching methods that target maximum number of students to response, express, boost their confidence and increase their interest of participation in learning are inculcated.
- In Remedial & Tutorial classes, Syllabus related assignments are discussed where each student share their

work creating a room of wider space/scope of learning and improvement.

- The College events like Freshers' Meet and other Literary and cultural functions gives students the opportunity where they exhibit their talents showcasing the diverse communities in the college.
- Students of Physical Education are often enrolled to participate in State, National and International competitions.
- The College magazines and Wall boards also serve as a creative platform where students published articles, poetry, photography etc.

Problem Solving Methodologies:

- ICT tools and applications are incorporated to solve problems for Mathematics, Statistics and Computer Sciences.
- Audio Visual learning facilities in the Smart Classrooms also makes it far easier to See, Observe and Learn.
- Other virtual platforms like Google Meet, Zoom, Whatsapp etc. are a blessing in times of difficult situations for physical classroom teaching-learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://semcol.edu.in/facilities

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

The institution has continuously made efforts to acquire and equip best technologies and facilities within the college campus.

- The College has a Library equipped with best ICT tools available. N-List facility under INFLIBNET is provided to the teachers and students of the College to make use of the e-books, e-journals etc.
- Digital library helps in accessing information and knowledge from all over the world and from other national and international universities. Various journals are subscribed for the staff and students.

- Library resources are maintained and enhanced by the Library Committee periodically and whenever the need arises.
- 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 college has two Smart-class rooms equipped with audio-visual technology to enhance students learning experience and exposing them to wider knowledge base. Equipment include camera, smart TV screen etc.
- Students are able to read, download and participate through the student login-based Moodle interface.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://semco.onlineuhe.in/

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

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

20

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)	View File

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

84

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

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.

The schedule of internal examination is set by the affiliated University i.e., Manipur University. The College Examination Committee (EC) takes up and intimates the HODs of the College on dates for setting questions, submission of question papers, examination schedule and submission of marks. Question setting and requisite of internal examination are discussed during the departmental meetings conducted periodically by each department. The time tables are displayed on the college notice board few weeks prior to the examination and are informed to the students by the teachers in their respective classes.

After the evaluation of the internal examination, the marks are collected from all the departments by the examination committee. All the marks are then compiled with utmost confidentiality before it is sent to the University maintaining a high-level transparency and functional system.

The objective of internal assessment is to gauge students' comprehension of the curricula and to assess their progress and performance. Confidentiality and quality are maintained throughout the process of preparing the question paper. After the submission of the internal marks from each department, the marks go through a scrutiny and marks tabulation is conducted by the College Examination Committee.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The College takes utmost attention to ensure deliverance of timely resolution of grievance which is transparent and effective. In cases where students were absent in the internal examination due to sickness/hospitalization or any emergency circumstances, any of the following methods can be deployed: re-examination, home assignments, presentations whichever is deemed fit by the teacher concerned. Answer scripts are distributed and discussed in classroom for feedback and to address any discrepancy. The concerned subject teachers resolved any clarification, doubts or marks discrepancies.

If any grievance arises from students regarding the marks of

internal examination, it is addressed to the Head of Department wherein students can contest the marks and can initiate a re-evaluation through a formal application within a speculated time before the scores are forwarded to the College Examination Committee. If the grievance is valid, the score is updated and the student is informed of the outcome. The finalized score is forwarded to the Examination committee. Concerned resolved issue is recorded by the Examination Committee.

File Description	Documents
Any additional information	View File
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.

The college follows the syllabus of Manipur University and makes both the teachers and students aware of the course outcomes of all the programmes offered by the college. The programmes offered are mentioned in the college prospectus and each programme with its course outcomes are made available on the college official website. This access helps the students to decide in enrolling in the said programmes and courses according to their choice. Students are updated more about the Programme Outcomes and Course Outcomes of the courses and given the opportunity to ask and clear their doubts during the Student Induction Programme.

The Programme outcomes, Programme Specific outcomes and Course outcomes of each department are made available along with the syllabus on the college website based on each Semester and Paper.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://semcol.edu.in/course-objectives-learning-outcomes
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.

1. The college ensures attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes at a maximum level and this is done through a disciplined approach from both the teachers and its students.
2. The teachers also ensure that lesson plans are prepared well in compliance with the University syllabus, maintaining a balanced timeline so that they could be covered within the stipulated time. Lesson plans and course completion reports are countersigned by HODs of each department and kept in the respective Department.
3. Departmental and Faculty meetings are held to check and discuss the matters that could be a help in the teaching-learning system. The College provides a study environment wherein, the students could read, listen and learn. The Library has a sufficient supply of books and a comfortable reading space. The smart classrooms give a digital platform of learning with the audio-video facility. The locality of the college is situated in an area of multi culture which is a blessing for both the college and the students as it serves a huge inclusive learning. IQAC acts as a monitoring system of the college in maintaining timely functioning of each department and also in encouraging the faculty for any creative or innovative ideas for the betterment of learning.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://semcol.edu.in/course-objectives-learning-outcomes

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**

310

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://semcol.edu.in/sites/default/files/downloads/ANNUAL%20REPORT%20SEMCO%202022-2023.pdf

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://semcol.edu.in/sites/default/files/downloads/student%20survey%202022_2023.pdf

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)**

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**

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**

7

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

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**

4

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

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

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Some of the programs as part of extension activities:

- World Environment Day on 6th June 2022 as 5th was Sunday organised by NSS & NCC
- Awareness Program on Sustainability in relation to 'Only One Earth' on 8th June 2022
- International Yoga Day on 'Yoga for Humanity' organised by IQAC, NSS& NCC
- Mass Tree Plantation Program on 21 July to 31 August 2022
- Inter District Level Extempore Speech Competition on 'National Integration and Patriotism' on 23rd July 2022.
- Interaction with local shopkeepers for plastic awareness on 12th September 2022 by NCC
- International Day of Democracy 15th September 2022
- Lecture on clean water bodies at Liwachanging Government High School Komlathabi on 28th September 2022 by NCC
- Mega Cleanliness drive and Plog Run on 19th October 2022 by NCC & NSS in collaboration with NYK Chandel
- Rastriya Ekta Diwas Pledge & Run for the Unity on 31st

October 2022 by NSS & NCC

- Awareness Program on Blood Donation at Primary Health Centre at Kapaam on 27th November by NCC
- Special Camping Programme on 'Youth for Environment'13-19 December, 2022
- Literacy Awareness Programme at Kapaam Komlathabi Village on 14th December 2022 by NSS
- Literacy Awareness Programme at Penaching village on 14th December, 2022 by NSS

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

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

10

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

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

327

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

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

9

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

South East Manipur College provides infrastructures and facilities that contribute to the academic growth of faculty and students. The college offers nineteen (19) undergraduate programs in Science, Arts, Computer Science and a certificate course in Horticulture.

- There are seventeen class rooms (8 with 2 ICT facilities and 9 with laboratory facilities also used temporary as class room for their respective departments due to the construction of class rooms)
- There are 12 LCD projectors, 21 printing machines and 1 PA system.
- There is one common room for all the Arts departments and one departmental room for the department of Education with Lab.
- There are 51 Computer Desktops and 8 Laptops for students and faculties. Science Departments are provided with a Desktop and a printer while the common room for the Arts faculty is provided with a desktop and a printer. 90% of the Staff used their own personal laptop.
- The college campus is WIFI/LAN enable with 20 mbps from SWAN (Govt.)/SKAY (Private).
- The college library has 8733 books and subscribed 13 print journals. The library has installed SOUL-2.0

library software since 2015. The library provides access to 6000+ e Journals and 199500+ e books under N-List from INFLIBNET.

- The college Library has one reading hall for faculty and students with 50 seating capacity. Inside the library, photocopy facilities are available.
- The college has one WIFI enabled Seminar Hall with a projector and a seating capacity of 80.
- The college is utilizing Moodle e-learning as a source of teaching and learning platform for facilitating teacher-student interactive interface.

<https://semco.onlineuhe.in/>

- The campus is under CCTV surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.semcol.edu.in/facilities

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

The college has adequate infrastructure for sports and cultural activities

Sports

- The college has an outdoor playground, one indoor stadium and a hundred bedded sports hostels for students.
- The outdoor sports include football ground, discus, javelin, shot-put, track games, and indoor facility with table tennis, badminton court, carrom, chess, Chinese checker and basic gym equipment.
- Indoor stadium is at the hub of the village, the students made full use of it and surrounding people benefit from it.
- The students of the college participate in various tournaments and competitions and some have been selected for State, National tournaments.

YOGA events

Inside the college premises, every year International Yoga Day is observed in a grand and unique way in order to enrich the

yoga culture with the participation of both staff and students. To create positive vibes to the students and the staff, a staff trained in yoga conducts exclusive classes for yoga.

Cultural events

Students are given opportunities to showcase their Cultural interests every year during the Fresher's Meet and any other event organized in the College. Classical music instruments like tabla, harmonium etc. facilities are provided to students for participation and are kept in the students' common room.

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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.semcol.edu.in/sites/default/files/downloads/Time%20Table%202022-23.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

19.48

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)	View File

4.2 - Library as a Learning Resource

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

Our Library has been using ILMS since 2015. It is located at the heart of the College and its activities are aligned to the vision and mission of the college. We have a book collection of 8733 volumes, Subscription of 13 print journals, periodicals, & 5 Newspapers. The books are properly maintained in different bookshelves according to the DDC method.

SEMCO library has a learning resource centre which plays a significant role in ensuring to meet the requirement of its users. Students and teachers benefit from the rich information resources available in NList program available at the centre. This program has been subscribed since 2015, and has access to 6000+ E-Journals and 199500+ e-books under N-List from INFLIBNET.

The library has 13 functional computers with internet facility for browsing, out of which 11 computers are used to access Web OPAC and online e-Resources made available to teachers and students. The College library is partially automated with SOUL 2.0 version, ILMS (Integrated Library Management Software). One OPAC is also installed in the library to ensure easy access to books. The issue and return of books are done with the help of the software. It has one reading hall for faculty and students with 50 seating capacity. Inside the library, photocopy facilities are available.

- Name of ILMS software: SOUL 2.0
- Nature of automation (Fully or partially) = Partially
- Version_2.0
- Year of Automation: 2015

File Description	Documents
Upload any additional information	View File
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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
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)	
3.41	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
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	
136	

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

4.3 - IT Infrastructure

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

Our College has 51 Desktop and 8 laptops available for students and faculty. The administrative office is partially automated for activities related to student's admissions, accounts and other administrative services. The office has 7 desktop and 3 printers, 1 laptop and 1 printer in the Principal's office. The College library is fully automated with one server. The college has a total 8 multimedia projector installed in the seminar hall and departmental room. The institute provides campus WIFI/LAN enabled zone. It provides access to desktop for students and faculty to make the learning process more effectively and efficiently. For the support of IT infrastructure, institute seeks advice from IT consultant for maintenance. Antivirus is always updated to secure the systems. Biometric was installed in the year 2017 with iris recognition feature to enable automatic punching of all teaching and non-teaching staff. There are 3 Smart TVs installed as Smart Class Room with Internet facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.semcol.edu.in/facilities

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution **C.10 - 30MBPS**

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

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)

73.08

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)	View File

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.

The college ensures regular maintenance and upkeep of all infrastructural facilities. Maintenance is also outsourced to appropriate external agencies. Physical infrastructure is maintained and kept functional for everyday use.

- **Laboratory:** The College has nine (9) Laboratories with required equipment, monitored and maintained by their respective Lab Attendant.
- **Library:** Library committee is responsible for maintenance and utilization of the library resources. Management allocates funds for purchase of new books and other requirements of the library. The library is maintained by 5 staff members headed by the Librarian.
- **Computers:** Training programmes are organized to update

the technical know-how of the staff and students so that the IT devices are used properly. The IT Nodal Officer monitors, updates, maintains records and manages the College website. All the computers in the college have UPS facility.

- **Sports:** The Department of Physical Education, Health Education and Hygiene manages the indoor stadium, infrastructure, and sports store room. The playground and hostel is maintained by the concerned staff.
- **Classroom:** There are 17 classrooms. To ensure uninterrupted teaching-learning activities, classrooms are well maintained.
- **Canteen:** Vision of the canteen is, providing good quality food\eatables at concessional rates, maintaining healthy, hygienic and eco-friendly environment with good service.

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

741

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)	View File

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://semcol.edu.in/international-day-yoga-2022
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

200

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

200

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)	View File

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
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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**

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**

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

21

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 of the South East Manipur College, Komlathabi are well represented in administrative, co-curricular and extra-curricular activities of the college. To encourage the participation of students in administrative activities a student representative is selected as a member in the Internal Quality Assurance Cell (IQAC). The selected student actively participates in various discussion and is also given the space to put up issues encountered by the students in the college.

Students of the college are also encouraged to join the National Social Scheme, National Cadet Corps, Students' Union and Red Cross. The student volunteers of NSS, NCC, Students' Union and Red cross take the initiatives in organization and mobilization of students in various co-curricular and extra-curricular activities conducted in the college. They also play an integral role in conducting annual programmes like the Fresher' meet, teacher's day etc. of the college.

There is a students' Union of the College whose executives are elected from the interested students. They represent the students and work for the welfare of the students of the college. There is also a Students' Welfare Committee of the teachers whose function is to cater to the needs of the students and work in harmony with the Students' Union.

File Description	Documents
Paste link for additional information	https://semcol.edu.in/node/315
Upload any additional information	View File

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

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 Alumni Association was registered on 16th March, 2021 under the Section 7(1) of the Manipur Societies Registration Act, 1989 (Act of 1990) at Deputy Registrar of Societies, Chandel with the Objective to maintain, deepen and strengthen an enduring lifelong relationship between Alumni and their Alma mater and to support its goals and contribute to its success.

Functions of the Alumni Committee

1. To Promote and foster mutually beneficial interaction between the Alumni and the present students of the college and amongst the Alumni themselves.
2. To identify and promote Alumni success and achievements to advance the credibility and deputation of the college.

3. To organize reunions.
4. To organize productive events that promote the quality of education at SEMCO.
5. To review & formulate questionnaires those are required for alumni feedback and submit a survey report to the IQAC Coordinator at the end of academic year.
6. To initiate record capturing mechanism of alumni students of the college and networking.

The committee shall consist of members as required to the work. The Principal appoints the convener and members of the committee in consultation with the staff. The Alumni Committee play an active role in the extension activities and motivate the students through guidance and counseling of the students of the college.

File Description	Documents
Paste link for additional information	https://semcol.edu.in/igac-sub-committee
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

The South East Manipur College visualizes quality and excellence in Higher Education enabling the students in building a prosperous, harmonious, self-sufficient and sustainable society. The college's vision and mission represent the institution's unique features. The college meets the society's educational, social, cultural and economic requirements. Its policies reflect all these qualities. The college's vision and mission are flexible enough to be revised in response to changing circumstances and to meet the goals set out in national higher education policy. The mission of the

college is about developing the student's cognitive and paving the way for the students to be self sustaining. The college tries its level best to achieve the vision by fulfilling the mission and uplifting society through education. The College's various administrative and academic departments are efficiently governed by the Principal with support from the IQAC, Academic Committee, Examination Committee, Student Welfare Committee, Eco-Club, Research and Extension Committee, Alumni Committee, and others, all of which have well-defined roles and principles that are consistent with the college's vision and mission. Because of its rural location, the institution has a tremendous capability to contribute educational opportunities to the weaker and underprivileged sections of the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The administrative responsibilities have been evenly distributed among the teaching and non teaching staff. The college's office administration is done section by section and department by department in collaboration with the principal's office. Departmental administration procedures are properly linked to the Principal's office. The Head of Departments and the Librarian are the college's departmental administrators reporting directly to the principal. The college's IQAC with the Principal on the chair is responsible for initiating, planning, and supervising numerous initiatives that are required to improve the college's educational quality. The Principal delegates to the members of the IQAC the responsibility of implementing an excellent teaching-learning environment for both teachers and students.

Every member of the teaching and non-teaching staff is expected to participate equally in the activities of the College Administration through the various committees formed. Academic Committee, Examination Committee, Student Welfare Committee, Eco-Club, Research and Extension Committee and other sub-committees have been formed and have played an essential part in the developmental programme of the College. These sub-

committees are tasked with carrying out various college activities. The principal convenes a staff meeting to discuss and plan for future programmes that the institution will be implementing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college perspective plan is in line with the vision and mission of the college. The perspective plan of the college is prepared to attain the objectives of the quality indicators of the various criteria enshrined in the national policy for higher education. It is effectively deployed to focus on bringing quality improvements in the areas of curricular aspects, teaching, learning and evaluation, research consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management. Various strategies are adopted to assess their implementations such as regular meetings by the Academic Committee, IQAC, stakeholders and other Committees. Feedback from teachers, students, alumnae members and parents, inspection of different departments and their activities by the principal and IQAC. The college has organised various workshops, training and awareness programmes such as workshop on Implementation of NEP, 2020, Academic Bank of Credits, Cyber Jaagrookta (Awareness) Diwas, etc. These give the staffs of the college opportunity to participate and expand their knowledge. The IQAC, SEMCO in collaboration with United College, Chandel organised a Quiz Competition as a part of Students' Exchange Programme. Moreover, the college also organised a District Level Neighbourhood Youth Parliament in collaboration with Nehru Yuva Kendra, Chandel.

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

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.

The organisational structure of the college which consists of the Principal, the teaching staff, the non-teaching staff and the students shows the effectiveness and efficiency of the policies, administrative setup, appointment and service rules, procedures, etc. The Principal is the academic and administrative head of the institution. The Principal under the directives of the Directorate of University and Higher Education, Govt. of Manipur provides guidance in planning, organisation and implementation of all programmes with the assistance of the teaching and non-teaching staffs of the institute. The Principal is assisted by the Vice-Principal, the IQAC, Head of Departments, the Teaching staff and the Non-Teaching Staff which comprises of the Librarian, Head clerk, UDC, LDCs and manual staff. The College's various administrative and academic departments are efficiently governed by the Principal with support from the IQAC, Academic Committee, Examination Committee, Student Welfare Committee, Research and Extension Committee, Alumni Committee, and others. All these committees have their own functions and responsibilities. The recruitment procedure, promotional policies and service rules are as per the rules given by the Directorate of University & Higher Education, Government of Manipur and the guidelines of UGC for appointments of teachers and other academic staff in Government Colleges.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://semcol.edu.in/organisational-structure
Upload any additional information	View File

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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

1) Leave Benefits:

(i) Duty leave upto 30 days in an academic year may be granted for the following purposes:

- Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor/Principal of the College;
- For performing any other duty assigned to him/her by the

university/college. Etc.

(ii) Other leaves for both teaching and non-teaching staffs such as Study Leave, Sabbatical Leave, Casual Leave, Special Casual Leave Earned Leave, Half Pay Leave, Commuted Leave, Extraordinary Leave, Leave Not Due, Maternity Leave, Child Care leave, Paternity Leave, Adoption Leave, Surrogacy Leave are as per State norms.

2) Retirement Benefits: Teaching and Non-teaching staffs are enrolled in General Provident Fund (GPF) and National Pension Scheme (NPS).

3) Die-in-harness as per state norms.

4) Medical Benefits: Medical benefits and reimbursement are as per state rules.

5) Canteen, clean drinking water and parking facilities are provided for both teaching and non-teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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**

8

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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**

32

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

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

The college's Performance Appraisal System for teaching and non-teaching staff is done in the following ways: Each Head of Department submits a Performance Appraisal form at the conclusion of each year. HODs produce departmental reports that evaluate teachers' teaching-learning activities. This provides information regarding the effectiveness of the teacher's teaching approaches and their effects on pupils. Every year, teachers complete the Self-Appraisal form to document their professional development activities such as paper presentations, publications, Orientation Course, Refresher Course, seminars, and conferences. The Student Satisfactory Survey allows students to provide comments about their teachers and the college in general. HODs are responsible for evaluating the activity of non-teaching staffs allocated to their departments. The Head clerk evaluates the administrative section's staff. The Principal also conducts frequent inspections of the departments, classrooms, labs, and other facilities to verify that they are in excellent functioning conditions. All reports submitted by HODs, teachers, head clerk, and other departments are received by the IQAC. With the support of IQAC, the Principal assesses these feedback forms. Employees are provided constructive feedback and corrective measures to help them improve their performance and efficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1. **Internal Audit:** Income and Expenditure of the College are internally audited by two of the senior Teachers appointed by the College.
2. **External Audit:** Income and Expenditure of the College are audited externally by the the Local Fund Audit, Government of Manipur.

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)

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

Admission fees are collected from the students for regular courses and properly used in maintaining the academic development of the College. The College depends on the grants received from other agencies like UGC, RUSA and the State Government for maintaining infrastructure.

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

In tune with the strategies to be evolved, the following practices propounded by the IQAC has been institutionalised:

1) Decentralization of Administration through Committee Formation: The college encourages a decentralised and participatory management culture in which all teaching staff, non-teaching employees, and stakeholders are included in the decision-making process. Every member of the teaching and non-teaching staff is expected to take an equal responsibility in the College administration's functions. Participatory management is implemented in the college through the formation of various committees. Academic Committee, Alumni Committee, Eco Club, Grievance Redressal Committee, Parent Teacher Committee, Research and Extension, Student Welfare Committee, Women Cell, Library Committee, and Examination Committees all play important roles in the college's progress.

ii) Education for under privilege section of the society: The college is located in Chandel district, Manipur, in a rural and multi-ethnic location. Its mission is to improve the quality of education for the region's underprivileged and marginalized students. Every effort is made to guarantee that children obtain a high-quality and low-cost education, acquire life skills, and build a bright future. The college makes ongoing attempts to fulfil its social duty by empowering socio-economically disadvantaged members of the society via education

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

There have been incremental improvements in many spheres. Institutional reviews and implementation of teaching learning reforms are facilitated by the IQAC. It strives to improve the quality of teaching and learning activities by encouraging novel pedagogical approaches such as Blended Learning, Field Trips and Reports, Seminars, Workshops, and others, in addition to curriculum fulfilment through Assignments, Tutorials, and other means. It has supported the usage of MOODLE e-learning system, WhatsApp, and student evaluation through examinations and assignments. Teachers are encouraged to attend Orientation programmes, refresher courses, Faculty Development Programs, Seminars and workshops, and other opportunities to enhance their knowledge and expertise. The IQAC supports research culture among the teaching faculty in order to foster academic engagement. The college has organised various webinars, workshops, training and awareness programmes. The college with the initiative of the IQAC has organised Quiz Competition and District Level Neighbourhood Youth Parliament in collaboration with other institutions like United College, Chandel and Nehru Yuva Kendra, Chandel. With the dedicated effort of the IQAC and staffs, the college was accredited with 'B++' Grade (2nd Cycle) by NAAC on February 14, 2023

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

B. Any 3 of the above

**initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://semcol.edu.in/sites/default/files/downloads/ANNUAL%20REPORT%20SEMCO%202022-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

a) **Safety and Security** – Safety, security, wellbeing along with gender equity and friendly working atmosphere are the main concern of the college.

1. As a precautionary measure, the college installed CCTVCameras mounted in the campus especially at the entrance points, walkways, Administrative block, Departmentalrooms, Principal's office.
2. Different committees are formed to look after the behavioral issue with respect to academic misconductto curb ragging and ensure measures for any sexual or mental harassment.
3. Care is also taken for sanitation and hygiene of female staffs and students. A sanitary vending machine with Incinerator isinstalled at a female washroom.
4. Women NCC wing was formed under the aegis of 65 girls battalion Imphal. Proper training is givenon self-defense and overall personality development. This enhances their moral confidence and social responsibility as a good

citizen.

b) **Counseling:** The college has a Grievance Redressal Cell to counsel students and address any grievances. It aims at promoting and improving students' academic and all-round personality development.

c) **Common Room:** There is a common room accessible for girl students. Recreational programmes are conducted at common room. T.V with Internet facility, musical instrument such as guitar, harmonium and tabla are made available.

File Description	Documents
Annual gender sensitization action plan	https://www.semcol.edu.in/sites/default/files/downloads/Action%20Taken%20Report%202022-2023.pdf
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	https://www.semcol.edu.in/sites/default/files/downloads/7.1.1.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

a) **Solid Waste Management:** The following actions were undertaken for the safety disposal of waste from the campus. 1. Double-case dustbins, Bio-degradable and Non-Biodegradable

dustbins are installed at the college campus, one near the open shed and the other at the college canteen. One for biodegradable waste and other non-biodegradable waste. Each department has their own departmental dustbins. 2. Solid waste and Non-Biodegradable waste is collected from the campus on weekly basis by the Kapaam village waste-vehicle weekly and disposed at the village dumping site. 3. Bio-degradable waste was disposed at the composted pit near the Botanical Garden in a sustainable way. The manure is used in the botanical garden as well as in other vegetable gardens.

b) **Liquid Waste Management:** The Liquid waste discharge from the wash rooms are drained out to the main drain through pipe line.

c) **Hazardous Chemical Waste Management:** The hazardous chemical waste from the science laboratory is being efficiently disposed in the form of liquid waste taking care to minimize wastage. Dilution to the drainage is offered as the most appropriate method of disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.semcol.edu.in/sites/default/files/downloads/7.1.3%20COMPOST%20PiT.pdf
Any other relevant information	View File

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	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 531 633">File Description</th> <th data-bbox="539 566 1394 633">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 645 531 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 645 1394 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 745 531 801">Any other relevant documents</td> <td data-bbox="539 745 1394 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>D. Any 1 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1261 531 1328">File Description</th> <th data-bbox="539 1261 1394 1328">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1339 531 1462">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1339 1394 1462" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1473 531 1574">Certification by the auditing agency</td> <td data-bbox="539 1473 1394 1574" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1585 531 1675">Certificates of the awards received</td> <td data-bbox="539 1585 1394 1675" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1686 531 1742">Any other relevant information</td> <td data-bbox="539 1686 1394 1742" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	View File	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	View File										
<p>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</p>	<p>B. Any 3 of the above</p>										

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	View File
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).

Keeping in view of the vision, the college adopted every possible practice to cater different sections of the community by following a reservation of free and fair admission policy. Most students belonging to economically weaker family deserving to pursue their higher education are admitted in the college. Students belonging to backward classes like ST/SC/OBC can avail state government and central government scholarship. The college gives scholarship of 10% of the general students. It also gives incentives to meritorious students as well. The college organizes and participated in the following programmes to sensitized and promote communal harmony and their social responsibility towards national development and integration such as -

1. World Environment Day on 6th June, 2022.
2. Quiz Competition on Indian freedom struggle movement from 1857 to 1947 as a part of Students' Exchange Programme in collaboration with United College, Lambung, Chandel on 8th June, 2022.
3. International Yoga Day on 21st June, 2022.
4. National Sports Day 2022 on 29th Aug, 2022
5. Mega Cleanliness drive and Plog Run on 19th October, 2022.

6. Rastriya Ekta Diwas Pledge & Run for the Unity on 31st October, 2022.
7. Freshers Meet 2022 on 4th November, 2022.
8. Indian Constitution Day on 26th November, 2022.
9. Special Camping Programme, Theme: 'Youth for Environment' (13th - 15th December, 2022)
10. District Level Neighbourhood Youth Parliament in collaboration with Nehru Yuva Kendra, Chandel on 2nd March, 2023.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

1. International Yoga Day on the theme 'Yoga for Humanity' organised by IQAC, NSS & NCC ON 21st June 2022.
2. Inter District Level Extempore Speech Competition on the Theme 'National Integration and Patriotism' on 23rd July 2022.
3. Observation of Patriots' Day on 13th August 2022 organised by IQAC SEMCO.
4. National Sports 'Day on 29th August 2022 organised by Department of Physical Education, IQAC & NSS Unit-I & II.
5. International Day of Democracy 15th September 2022 organised by Department of Political Science in collaboration with IQAC, SEMCO.
6. Rastriya Ekta Diwas Pledge & Run for the Unity on 31st October 2022.
7. Observation of Indian Constitution Day on 26th November 2022 organised by Department of Political Science in collaboration with IQAC & 65(M)Girls Bn NCC, SEMCO.
8. International Mother Language Day on the theme Multilingual Education: A Necessity to Transform Education organised by IQAC & Department of English, SEMCO on 21st February ,2023.
9. District level Neighbourhood Youth Parliament organised by Nehru Yuva Kendra Chandel and South East Manipur

College on 2nd March 2023.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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	View File
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	View File
Any other relevant information	View File

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

The following are the list of national/international commemorative days, events and festivals celebrated and organized by the South East Manipur College:

1. World Environment Day, 6/6/2022.
2. Awareness Program on Sustainability in relation to 'Only One Earth' ,8/6/2022 by department of Environmental Science & Eco Club under IQAC.

3. International Yoga Day on the theme 'Yoga for Humanity' organised by IQAC, NSS & NCC, 21/6/2022.
4. Inter District Level Extempore Speech Competition on the Theme 'National Integration and Patriotism', 23/7/2022.
5. Observation of Patriots' Day, 13/8/2022 organised by IQAC.
6. National Sports 'Day, 29/8/2022 organised by Department of Physical Education, IQAC & NSS Unit-I & II.
7. Teachers' Day on the theme 'Leading in crisis, reimagining the future' organised by Students Welfare Committee & IQAC, 5/9/2022.
8. Observation of International Literacy Day on the theme Transforming Literacy Spaces, 8/9/2022 organised by IQAC and NSS I & II.
9. International Day of Democracy, 15/9/2022 organised by Department of Political Science in collaboration with IQAC.
10. Rastriya Ekta Diwas Pledge & Run for the Unity, 31/10/2022.
11. Observation of Indian Constitution Day, 26/11/2022 organised by Department of Political Science in collaboration with IQAC & 65(M)Girls Bn NCC.
12. International Mother Language Day on the theme Multilingual Education: A Necessity to Transform Education organised by IQAC & Department of English, 21/2/2023.
13. National Science Day, 28/2/2023 on the theme Global Science for Global Wellbeing organised by Department of Physics in collaboration with IQAC.
14. District level Neighbourhood Youth Parliament organised by NYK Chandel and SEMCO, 2/3/2023.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

[Click Herefor details.](#)

1:Upholding Diversity and Building Inclusivity

Goal:Our college focuses on creating opportunities for higher education to the weak and underprivileged remote tribal areas irrespective of caste and culture, gender, religion, ethnicity, cognitive and physical ability.

Contex: Our college caters to the needs of rural tribal dominated areas by providing opportunities where they can get a chance to enroll in a formal education. To upgrade their knowledge and to motivate them we invited a renowned personalities/educationist at college functions to inspired them.

Practice: Students from different backgrounds were admitted in the college, 10% general students who are economically weak were given financial assistance. Infrastructure facilities like ramp were constructed for differently-abled students in all the departments including library, administrative office and toilet. During fresher's meet the students showcase their rich cultural attires and practices. Hence it promotes the culture and the spirit of unity in all diverse culture.

Evidence of success: Students display sense of unity, tolerance and accommodative attitudes towards their fellow students and to all the teachers and non- teaching staff of the college. This approach has had a great impetus in fostering a team spirit, camaraderie, inclusiveness, a dedication to the common good. **Problems encountered:** The state of Manipur is infested with an ethnic turmoil. Hence, the college tries to initiates and embraced the spirit of unity, brotherhood in a strife torn state with a lot of difficulties and challenges.

2:Fostering leadership and social engagement among the Youths

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

TOPIC: Community Welfare Service

The South East Manipur College was founded in the year 1981 in a remote tribal area with a Mission to provide higher education to the weak and under-privileged sections. The college is committed to usher in socio economic transformation by rendering selfless services for the local communities. To realize our mission, the college organizes different programmes and seminars to instill sense of social responsibilities towards community and environment. Besides class-room knowledge, practical knowledge of life can only be achieved only when the student venture out of the campus into the society. The college tries its level best to inculcate the sensitivity amongst the future generation to identify their potential and to servesociety. Thus, shaping students navigate the intertwining relationship between Self, Society and Environment.

The UBA (Unnat Bharat Abhiyan) cell for SEMCO was formed on 27th Feb. 2023 with a Mission to work towards the upliftment of the rural areas in the vicinity of the college and to build the linkage between the Institution, Industry and the Community. Under UBA, the College adopted five villages namely, Khuringmul village, Khukthar village, Heigrutampak village, Kapaam village and Leipungtampak village. Main objective is to develop eco-friendly technologies using the available local resources, to generate employment opportunities, to build a relationship with adopted village for the developmental planning.

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

7.3.2 - Plan of action for the next academic year

Action plan for Next Academic year

1. To successfully implement NEP curricula in the college by assisting faculty and students through trainings, workshop and seminars.
2. NEP implementation through exploring new avenues of

enriching teaching- learning methods, experiential learning and expanding multi-disciplinary approach.

3. To collaborate with local sources, industries, entrepreneurs, local clubs etc. to encourage interaction, and explore areas of internship, apprenticeship and industry exposure for students.
4. Create new learning objective and course outcomes to meet the need of new syllabi under NEP 2020.
5. To participate in university level competition and cultural events of national and International events.
6. To increase outreach programmes with local villages and communities to enhance the college's legacy of Community Welfare Service.
7. Increase faculty, staffs and students participation and interaction through interdepartmental events to ensure unity, harmony and integrity within the campus.