



SOUTH EAST MANIPUR COLLEGE, KOMLATHABI

MANIPUR – 795135

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ANNUAL QUALITY ASSURANCE REPORT

2016-17

SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)
BANGALORE – 560072
2016 - 2017

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

SOUTH EAST MANIPUR COLLEGE, KOMLATHABI

1.2 Address Line 1

P.O. PALLEL, CHANDEL DISTRICT

Address Line 2

City/Town

CHANDEL

State

MANIPUR

Pin Code

795135

Institution e-mail address

semco_college@rediffmail.com

Contact Nos.

03848-265231

Name of the Head of the Institution:

Dr. L. Khiloni

Tel. No. with STD Code:

03872-232342

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09612446352

Name of the IQAC Co-ordinator:

Monica Jasmine Langhu

Mobile:

09862313072

IQAC e-mail address:

iqac@semcol.edu.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MNCOGN18816

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC (SC)/17/A&A/36.1

Dated: 16th September, 2016

1.5 Website address:

www.semcol.edu.in

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 2.35 | 2016 | 5 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

21/04/2014

1.8 AQAR for the year (for example 2010-11)

2016 - 17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR _____ (DD/MM/YYYY)4
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.Voc. in Food Processing & Engineering and, Information & IT Services

1.12 Name of the Affiliating University (*for the Colleges*)

Manipur University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

| | | | |
|--|----------------------|------------------------------|----------------------|
| Autonomy by State/Central Govt. / University | <input type="text"/> | | |
| University with Potential for Excellence | <input type="text"/> | UGC-CPE | <input type="text"/> |
| DST Star Scheme | <input type="text"/> | UGC-CE | <input type="text"/> |
| UGC-Special Assistance Programme | <input type="text"/> | DST-FIST | <input type="text"/> |
| UGC-Innovative PG programmes | <input type="text"/> | Any other (<i>Specify</i>) | <input type="text"/> |
| UGC-COP Programmes | <input type="text"/> | | |

2. IQAC Composition and Activities

| | |
|--|---------------------------------|
| 2.1 No. of Teachers | <input type="text" value="6"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="2"/> |
| 2.3 No. of students | <input type="text" value="0"/> |
| 2.4 No. of Management representatives | <input type="text" value="1"/> |
| 2.5 No. of Alumni | <input type="text" value="0"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="1"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="0"/> |
| 2.8 No. of other External Experts | <input type="text" value="2"/> |
| 2.9 Total No. of members | <input type="text" value="12"/> |
| 2.10 No. of IQAC meetings held | 10 |

| | | | | |
|---|--------------|--------------------------------|----------------|--------------------------------|
| 2.11 No. of meetings with various stakeholders: | No. | <input type="text" value="8"/> | Faculty | <input type="text" value="3"/> |
| | Non-Teaching | <input type="text" value="2"/> | Staff Students | <input type="text" value="2"/> |
| | Alumni | <input type="text" value="1"/> | Others | <input type="text"/> |

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Reminiscence and Being: Bujuur Cultural (Auto)- Biography.
2. Custom and Cultural of Bujuur (Moyon)
3. Annual status of education report (ASER 20160)
4. Connecting People to Nature.
5. Human Rights

2.14 Significant Activities and contributions made by IQAC

1. **Promotion & Facilitation of Research Aptitude of both the Staff and the Students.**
2. **Imparting awareness on the importance of grass root levels involving the communities.**
3. **Motivating the teachers to publish their research findings.**
4. **Motivating the students to attend classes regularly.**
5. **Creating venues for career advancement.**
6. **Guiding Students & Staff for Social, Cultural & Environmental Awareness.**
7. **Assuring quality education to the best the College can provide.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year -

| Plan of Action | Achievements |
|---|--|
| 1. Promotion & Facilitation of Research Aptitude of both the Staff and the Students | Teachers were encouraged to apply for research projects and were updated on the formats & the last dates for applying. Many teachers applied out of which 5 Minor Research Projects were granted under UGC |
| 2. Imparting awareness on the importance of grass root levels | Seminars & Workshops were conducted on the importance of Culture, Human rights etc. by inviting |

| | |
|--|---|
| involving the communities. | Eminent Experts & Activists and Local Research Scholars. |
| 3. Motivating the teachers to publish their research findings. | A staff presented a paper on the “Revenue System of Manipur (up to 18 th Century A.D.) |
| 4. Motivating the students to attend classes regularly. | *Counselling students on the pros and cons of selecting a particular subject/subject combination. *Conducting orientation before the commencement of class. * Conduct of group brain storming activities & correlation of topics with the real world situation. * Students’ exposure trip. * organised Fresher’s meet *Students of B.VOC were taken for Industrial Visit to Leishna Packaged Drinking Water & Fruit Juice,Koirengai Food Park on 2 nd May, 2017 and Globizs Web Solution Private Limited, Konung Mamang on 8 th May,2017 |
| 5. Opening of Career Oriented Courses. | Continuation of the B.Voc. Degree and Diploma Courses. |
| 6. Conduct of National & International Seminars. | |
| 7. Creating venues of career advancement. | College level Workshops and Seminars were organised. A no. of teachers participated in seminars both in national and in state levels. |

* The Academic Calendar of the year attached in Annexure II.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Management approved the AQAR and thus was uploaded and submitted.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 19 | | | |
| PG Diploma | | | | |
| Advanced Diploma | 02 | | | 02 |
| Diploma | 02 | | | 02 |
| Certificate | | | | |
| Others | | | | |
| Total | 23 | | | 04 |
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 21 |
| Trimester | |
| Annual | |

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Analysis of the feedback provided in Annexure III*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO, it is under the jurisdiction of the affiliating University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 81 | 81 | | | |

2.2 No. of permanent faculty with Ph.D.

4

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| | | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 1 | 4 | 4 |
| Presented papers | | | 1 |
| Resource Persons | | | |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Real World Learning.
- Group Brain Storming Sessions.
- MCQ papers solving

2.7 Total No. of actual teaching days

during this academic year

206

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A (Gen) | 21 | | 2 | 10 | 4 | 76.14% |
| B.A. (Hon) | 104 | | 18 | 72 | 1 | 87.5% |
| B.Sc (Gen) | 05 | 1 | 2 | | | 60% |
| B.Sc (Hon) | 104 | | 73 | 13 | | 82.69% |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Refer to 2.14 & 2.15 (Significant Activities, Contributions & Outcomes of the Plan of Action by IQAC) of Part A

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 49 |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 28 | | | |
| Technical Staff | 18 | | | |

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC updates the staff on important websites, links, and dates etc. for pursuing research. Some teachers applied for Minor Research Project & 5 projects were accepted & have started their research.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|-----------|------------|--------------------------------------|
| Number | | 1 | | |
| Outlay in Rs. Lakhs | | 14,24,000 | 8,24,000 | 1 st Yr. report submitted |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|----------|------------|-----------|
| Number | | 5 | | |
| Outlay in Rs. Lakhs | | 9,00,000 | 5,80,000 | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | 3 | UGC | 14,24,000 | 8,24,000 |
| Minor Projects | 2 | UGC | 9,00,000 | 5,80,000 |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|--------------|
| Number | | 1 | | | 2 |
| Sponsoring agencies | | ASER | | | Self finance |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | |
| | Granted | |
| International | Applied | |
| | Granted | |
| Commercialised | Applied | |
| | Granted | |

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| | | | | | | |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

2

3

3.19 No. of Ph.D. awarded by faculty from the Institution

NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum 4
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Promotion of social responsibility among the students & faculty by organising social services in the surrounding areas.
- A talk was organised on the theme “Connecting People to Nature” on 5th June,2017.
- A UGC sponsored seminar was held on Human Rights.
- A no. of the local faculty were involved in the cleaning up and renovation of the waiting shed near the college

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|------------|---------------|----------------|-------|
| Campus area | 7.07 acres | | | |
| Class rooms | 14 | | | |
| Laboratories | 9 | | | |
| Seminar Halls | 1 | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | | | | |

4.2 Computerization of administration and library

| |
|-----|
| YES |
|-----|

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|--------------|--------------|-------------|--------|-------|------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 7528 | 1618214.26 | 120 | 120000 | 7648 | 1738214.26 |
| Reference Books | 630 | 135450 | 30 | 30000 | 660 | 165450 |
| e-Books | Under N-LIST | | 1.35000+ | | | |
| Journals | 13 | | | | 13 | 42,500 |
| e-Journals | 6000+ | Under N-LIST | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 35 | | | 9 | | | | |
| Added | 1 | | | | | | | |
| Total | 36 | | | | | | | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

| |
|---|
| <p>*Year round Basic Computer Application for faculty.</p> <p>*Training on Automation</p> <p>*Broadband services available in the office & library.</p> |
|---|

4.6 Amount spent on maintenance in lakhs :

| | |
|--|----------------------|
| i) ICT | <input type="text"/> |
| ii) Campus Infrastructure and facilities | <input type="text"/> |
| iii) Equipments | <input type="text"/> |
| iv) Others | <input type="text"/> |
| Total : | <input type="text"/> |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Imparting awareness on the relevance of particular subjects during admission.
2. Organising orientation before the commencement of each academic session.
3. Inclusion of student activities in the Academic calendar.
4. Other than the support from the IQAC, an Assistant Professor is the convenor of all the activities of the student.

5.2 Efforts made by the institution for tracking the progression

Once the students give their final Semester, they are enrolled in the Alumni Association. The progress of each student enrolled is thus tracked.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 766 | | | |

(b) No. of students outside the state

(c) No. of international students

| | | | | | |
|-----|-----|--------|---------|-----|--------|
| Men | No | % | Women — | No | % |
| | 423 | 55.22% | | 343 | 44.72% |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|-----|-----|-----------------------|-------|-----------|----|-----|------|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OB C | Physically Challenged | Total |
| 147 | 116 | 520 | 128 | | 911 | 107 | 91 | 473 | 95 | | 766 |

Demand ratio 1 : 1

Dropout % 15%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NO

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NA

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The students desirous of taking admission were counselled during the admission as to the relevance of the particular subject, subject combination each is interested in.

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

5.8 Details of gender sensitization programmes

*Observation of International Women’s Day

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--|--------|
| Financial support from institution | 5(10% of the General students in the 1 st Semester) | 5,000 |
| Financial support from government | █ | █ |
| Financial support from other sources | █ | █ |
| Number of students who received International/ National recognitions | █ | █ |

** All the ST/SC/OBC students applied for the ST/SC/OBC/Minorities scholarships. Since the scholarships are credited directly to the students' bank account, & no receipts/proofs whatsoever was submitted to the institutions concerned, the College has no knowledge of the amount received.*

** General students also applied for scholarships like ISHAN UDAY, INSPIRE etc., but since they were directly credited to their respective bank accounts, the College has no knowledge of the amount received.*

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: ___None_____

Criterion – VI_

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

The College visualizes quality and excellence in higher Education enabling the Students to build a prosperous, harmonious, self-sufficient and sustainable society.

MISSION

- **To create opportunities for higher education for all sections of the people.**
- **To enrich the potential resource by promoting quality and higher education through teaching, learning and research.**
- **To elevate the inter and multi-disciplinary research latent of the teachers, students and other stakeholders.**
- **To pave ways for professional and educational interactions amongst the stakeholders for better dissemination of the knowledge imparted.**
- **To promote training and skill development activities for all teaching and non-teaching staff enabling them to develop their skills and abilities in rendering their present duties and ensure safe and effective work in future.**
- **To introduce self-financing courses.**

6.2 Does the Institution has a management Information System

NO

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

- Lesson Plans.
- Group Discussions.
- Home Assignments
- Attendance
- Class Tests
- Field Works/Study Tours
- Feedback
- Result and analysis

6.3.3 Examination and Evaluation

Main examination is under the purview of the affiliating university. Unit tests/class tests are held regularly. The papers are evaluated & weak students are given extra class.

6.3.4 Research and Development

The institution has no separate budget for Research & Development. But the teachers are encouraged to apply Major/Minor research from UGC & other funding agencies. As such, some teachers applied out of which 5 Minor research project were granted under UGC

6.3.5 Library, ICT and physical infrastructure / instrumentation

*Library is fully automated
*NLIST facilities are available for both the students & the faculty.
ICT facilities available.

6.3.6 Human Resource Management

The Management handles all the issues relating to enhancements, recruitment etc.

6.3.7 Faculty and Staff recruitment

The Management is in-charge of the faculty & staff recruitment.

6.3.8 Industry Interaction / Collaboration

* IT Dept. of IT-Bioinformatics, S.K. Women College.
* Integrated Tribal Women Development, New Khongjon.

6.3.9 Admission of Students

The Students are admitted on the basis of the grades scored in the qualifying examination i.e., Class XII or its equivalent examinations from recognized institutions in Science and Arts.

Reservations are made according to the norms of its affiliating University.

6.4 Welfare schemes for

| | |
|--------------|--|
| Teaching | <ul style="list-style-type: none"> * Paid/Duty leave for faculty participating in Orientation/Refresher course/Conference/Workshop etc. * EPF facilities * Special leave for pursuing M.Phil./Ph.D. * Maternity leave. * Advance salary facility. * The College organises various programmes to encourage staff members to enhance themselves (professional training through workshops/seminars/conference etc. financed by the College). * The College organises picnics, excursions & family get-together for enhancing the feeling of “oneness”. |
| Non teaching | <ul style="list-style-type: none"> * Paid/Duty leave for staff participating in training to enhance their skill. * EPF facilities. * Maternity leave. * Advance salary facility * Tea facility |
| Students | <ul style="list-style-type: none"> * 10% grant to the General Students. * Allotment of particular staff for ST/SC/OBC Students to obtain Government Scholarships. * Setting aside special funds for publishing Students’ Magazines, and for organising various programmes like Fresher’s Meet. * The College sets aside funds organising field trips, excursions & picnics etc. for the students. |

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes No

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

| Audit Type | External | | Internal | |
|----------------|----------|---------------------|----------|------------------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | M.U. | Yes | Concerned Departments & IQAC |
| Administrative | Yes | Cooperative Society | Yes | Management |

6.8 Does the University/ Autonomous College declares results within 30 days? NA

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- Necessary changes are made according to the feedback received from Alumni.
- For specific topics of Seminars & workshops, expertise from the Alumni are utilized.

6.12 Activities and support from the Parent – Teacher Association

Feedbacks from the PTA are evaluated to enhance the teaching-learning process.

6.13 Development programmes for support staff

*Basic computer training

6.14 Initiatives taken by the institution to make the campus eco-friendly

- * Installation of Solar Lighting System
- * Separate Dustbins for Biodegradable & Non-degradable Wastes
- * Compost Pit
- * Water Harvesting.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Brain Storming Sessions done in groups & the incorporation of Real World Learning have not only instilled interest in the students but have also kept the teachers abreast of the happenings in and around them & have instilled in them to enhance themselves.
- Enhancement of Social Responsibility through direct contact & through seminars

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Part A refer to 2.15 (Plan of IQAC & outcome, part A)

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- I. Utilization of the Services of Local Research Scholars (to enrich the Students' Perspective)**
- II. "Inculcation of Basic Human Dignity & Right"**

** Details provided in Annexure IV.*

7.4 Contribution to environmental awareness / protection

*World Environment Day observed.
* Eco care club- cleanliness, putting up dustbins in the local market area
* Separate dustbins for Biodegradable & non-degradable waste

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength and Opportunity

- The location of the College on the Gate-way to the South East Asian Countries in proximity to Moreh and to the indigenous tribes and communities.
- The decentralization of the administration with the IQAC, the Academic Committee and various other committees taking keen interest in the day to day functioning of the College.
- The automation of the Library.
- The small but impressive Library equipped with Internet and Infflibnet facilities.
- The provision for Vocational Degrees in Food Processing & Engineering and, Information and IT Services.
- The Indoor Stadium with facilities open to the public.
- A Seminar Hall and Departmental rooms of Sciences and Education equipped with audio-visual aids.
- Hostel facilities for both Boys & Girls.

Weakness

- Insufficient funds for Infrastructural development as it depends solely on schemes received from UGC.
- Lack of facilities for Researchers in the College.
- Unsatisfactory ICT facilities.
- Frequent interruption in internet facility provided in the College (mainly because of its location).
- Lack of conduct of National/International Seminars and Conferences.
- Overall performance of teachers in publication of research work is comparatively low.
- The attendance of the students is not satisfactory as compared to the number enrolled.

Threat

Chances of less number of students enrolled due to the location of the College in a rural backward area, poor road connectivity.

8. Plans of the Institution for the next Academic Session

- **Assure Value Based Education**
- **Guide Students & Staff for Social, Cultural & Environmental Awareness.**
- **Motivate Students & Staff to participate in Workshops, Seminars, Career Counselling programmes organised.**
- **Make the College Environment more Student Oriented.**
- **Beautification of the campus.**
- **Opening of more skilled oriented courses.**
- **Encourage teachers to publish their research findings.**
- **Create awareness for community interaction through social works, awareness programme & sponsor literary & cultural meets.**
- **Enhance security measures**
- **Apply for and conduct National Conference, Seminars etc.**
- **Introduction of Eco-friendly infrastructure facilities (upgradation of renewable sources of energy).**
- **Enhance the NSS Activities.**

Name **MONICA JASMINE LANGHU**

Name **DR.L.KHILONI**



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

ACADEMIC CALENDAR 2016- 2017

| Sl.no. | Programme | Date & Month |
|---------------|---|--|
| 1. | Admission Notification (1 st Semesters) | 19 th May 2016 |
| 2. | World Environment Day | 5 th June 2016 |
| 3. | Last date of admission for 1 st /3 rd /5 th Sem | June, 2016 |
| 4. | Teachers' Orientation | 1 st July, 2016 |
| 5. | HOD meeting (s) | 2/7/16 |
| 6. | Departmental meeting(s) | 4/7/16 |
| 7. | Students' Orientation | 6/7/16 |
| 8. | Class Commencement (1 st /3 rd / 5 th semesters) | 6/7/16 |
| 9. | Fresher's meet | 21/9/16 |
| 10. | Seminar/Workshop/Orientation/Sports | Sept & Oct 2016 |
| 11. | NSS | 2 nd Oct 2016 |
| 12. | Educational Field Trip | Nov 2016 & April 2017 |
| 13. | International Human Rights Day | 10 th Dec 2016 |
| 14. | Examinations (1 st /3 rd /5 th semesters) | Dec 2015 & Jan 2017 |
| 15. | Winter Break | 23/12/16 to 1/01/17 |
| 16. | Admission notification (2 nd / 4 th /6 th semesters) | Jan 2017 |
| 17. | Class Commencement | 1 st Feb, 2017 |
| 18. | International Women's Day | 8 th March 2017 |
| 19. | Examinations (2 nd /4 th /6 th semesters) | May & June 2017 |
| 20. | Summer Break | 15 th June – 30 th June 2017 |

Annexure III

ANALYSIS OF FEEDBACK

The system of the College for obtaining feedback from the Students, the Alumni & the Parents/Guardians is prepared in the form of a questionnaire which is distributed at the third quarter of each session and the feedback, thus obtained is evaluated and analyzed.

STUDENTS

In terms of the Curriculum followed and the Teaching methodology, 49.3% of the respondents have found it Good, 43.7% found it Average/Satisfactory while 7% found it below Average or Unsatisfactory.

In matters relating to the quality of the Teachers, 40.2% responded to be Good, 53.9% have found it Average/Satisfactory while 5.9% found it below Average or Unsatisfactory.

In the sector of Infrastructure and other facilities, the majority of the respondents i.e., 40% found it Average/Satisfactory, 34% of them found it below Average/Unsatisfactory while 26% found it Good.

ALUMNI

65% of the total feedback received agreed that they were happy to be part of the College, the education they received as useful in their career and the teachers approachable, helpful and reliable.

25% of the feedback received stated that the new courses introduced met with the contemporary requirements and also agreed with the other parameters except with 10% of the feedback received agreeing that B.VOC. Courses offered in the College have employment potential.

PARENTS

The Parameters for the Feedback included the Upliftment of the poorer sections through education as envisioned in the Vision, Admission Process, Discipline & Atmosphere in the College for dissemination of the Teaching-Learning process, Accessibility of the Staff & the Information etc.

52% of the Parents and Guardians opined that the College caters to the educational upliftment of the poorer section; the admission process was fair; the employees are accessible & cooperative; and the changes introduced in recent years were progressive.

37% of them opined that the discipline in the College was lacking and suggested that stringent disciplinary actions be taken to cases of ragging, drug abuse..etc. if any.

11% of them felt that the information /notification were not very accessible.

BEST PRACTICE

I. Utilization of the Services of Local Research Scholars (to enrich the Students' Perspective)

Goal

- The aim of the practice titled was to enrich the perspective of the students in relation to their culture.
- To inculcate sense of identity appreciation and be positive contributors.

The Context

With the proposal of the Bujuur Aanchung Puh (Moyon Apex Body) to sponsor and host a Seminar on Reminiscence and Being : Bujuur Cultural (auto) Biography, the Management saw the prospective advantage of the Seminar (as a large number of the students were from this community – the founding community) for its students as well as for the utilization of the local expertise.

A brief summary of the papers presented by the respective Resource persons are given as under:

- Dr. Donald Kosha, Retd. Reader & the 1st Bujuur Ph.D. spoke on “Culture is Identity, vis-a-vis Moyon” which touched the present cultural nature of Bujuur & the need to reform the stagnant dependency on culture.
- Dr. Gina Shangkham, Retd. Asst. Prof. & present G.B. member of the College, presented a paper on “The Bujuur (Moyon) & their Culture with special reference to Festivals” which highlighted the traditionally observed value based cultural practices such as the annual rites/ritual, ritualistic festivals etc.
- Dr. Danny Chara, Associate Prof., United College, Chandel focused on the evolution of contemporary Bujuur language and its diversified nature. Her presentation also gave a picture of Cultural contact between Bujuur & “outside”, its impact on its language.

- Eliza Chara, a Research Scholar of the Tata Institute of Social Sciences, Mumbai and a localite, showed a short film presentation on the Oral Anthology which explored the Oral literature and music of the Bujuur which are at present endangered of being forgotten.
- Serbum Ryan Chumshing, an Asst. Prof. of the College touched on the aspects of change in the traditional Moyon Marriage system. He lamented on the dilution of Bujuur Marriage system, rendering the contemporary society into confusion.
- Rumeensha Nguwruw, a PG student, Manipur University, a localite & an alumni concentrated on informal education system of Bujuur through folk songs, dances, story-telling as inherent in identity information and cultural education.

Positive inputs were received from the students participating in the Seminar.

Some inputs & practices received –

- No Identity crisis.
- Proud of their being.
- Will put in more effort to upgrade ourselves & our society, thus leading to overall development of the State & Country.

This positive impact has instilled in the management and the staff to hold more Seminars relating to usage of local researchers & expertise compassing all tribes and societies and that such Seminars when proposed shall readily be sponsored & hosted by the College.

2. “Inculcation of Basic Human Dignity & Right”

Goal

The goal of the practice is to instil in each of the students and staff the dignity of life and the importance of the “self” to value what is his/her own and then to value his/her surroundings.

Context

For the above goals, a Seminar on Human Rights sponsored by the UGC was organised and Eminent Activists comprising of **Chingya Luithui** , **K. Marigold** & **Dr. Gina Shangkham** were invited as Resource Persons.

- Dr. Gina Shangkham, dealt on the importance of knowing our Rights so as to know the Rights of others and to value them which would lead to the idea of the sanctity of life and its preservation.
- Chingya Luithui, defined the context of “Human Rights” and the basic requirements & needs as a human being. He cited various examples and instances put up by the United Nation in order to protect certain basic human rights as well as the necessity of Justice, Equality and Mutual Respect that makes one dignified.
- K. Marigold talked on the issue of land. The exploitation of land and its resources as one major crisis which a person tends to neglect. Land should be protected, nurtured and promoted for the benefit not only for the present but also for the future generations to come.

The seminar was a success with positive impact on the participants from delegates of the neighbouring villages, students, teachers etc. The discourse on the basic rights imbibed a sense of uniqueness in the participants and zeal to better oneself.