



**SOUTH EAST MANIPUR COLLEGE, KOMLATHABI  
MANIPUR - 795135**

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# **ANNUAL QUALITY ASSURANCE REPORT 2017-18**

**SUBMITTED TO  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)  
BANGALORE - 560072  
2017-18**

# 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

### 1. 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.

Name of the Head of the Institution:

Dr. L. Khiloni

Tel. No. with STD Code:

Mobile:

9612446352

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHC0GN 18879)

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)

1.5 Website address:

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 <sup>st</sup> Cycle	B	2.35	2016	5
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

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 22/09/2017 (DD/MM/YYYY)<sup>4</sup>  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central   emed  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)

- i) B.Voc. in Food Processing & Engineering  
ii) B.Voc. in Information & IT Services  
iii) Diploma in Horticulture

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="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	5

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

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. Understanding Water Pollution, its Prevention and Control for Proper Utilization of specific Natural Resources and Conservation of Water in Chandel District, Manipur.
2. Food Processing
3. Communication Skill
4. Beat Plastic Pollution
5. Career Counselling

2.14 Significant Activities and contributions made by IQAC

- 1) Facilitating the Publication of Research Findings.
- 2) Arrangement of Feedback Response from Students, Parents, Alumni & other Stakeholders & Analysis of the feedback and turning into action wherever possible.
- 3) Dissemination of Information on various quality parameters of higher education.
- 4) Organising of Career Counselling for students.
- 5) Facilitating the Seminars/Workshops etc. organised by other departments in the College.
- 6) Preparation of Annual Quality Assurance Report.

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. Assure Value Based Education	Teachers and students were encouraged to ensure and inculcate value related education at the institution. Activities like social works, NSS etc. Helped in creating a consciousness in discipline and co-working.
2. Guide Students & Staff for Social, Cultural & Environmental Awareness.	Activities including staff exposure trip cum picnic to parks/sightseeing location organised to create a healthy social and environmental awareness. Cultural programme cum students cultural meet held too.
3. Motivate Students & Staff to participate in Workshops Seminars, Career Counselling programmes organised.	In addition to counselling programme done before the commencement of the academic session, the college organised a career counselling programme on the 30 <sup>th</sup> August, 2017. The teaching staffs also participated in the various Workshops/Seminars organised by other colleges and institutions.
4. Make the college environment more student Orientation.	Wall Boards to display/show case students' creative works like articles, poetry, paintings etc are hung in the college. Boys and Girls common rooms are equipped with educational magazines, posters too. A student group that help the institution in the arrangement of Workshops Seminars and other college functions formed. Freshers' Meet held on 8 <sup>th</sup> August, 2017.
5. Beautification of Campus.	The institution puts in efforts in maintaining and beautifying the Campus like white-washing & re-paintings, adding more plants & flowers and other decorative items, too.
6. Opening of more Skilled Oriented Courses.	Besides the ongoing B.Voc Courses, a diploma course on Horticulture was introduced in the institution under RUSA. The institution was also included as one of the study centres of NIOS D.El.Ed with four of the teachers as Resource Persons and one as Coordinator.
7. Encourage teachers to publish their research findings.	A teacher published three (3) papers in international journals.
8. Create awareness for Community interaction through social works, awareness programme & sponsor literary & Cultural Meets.	The institutional in collaboration with the neighbouring Village started solid waste disposal campaign and organic farming practice to create Environmental awareness amongst the neighbouring Village.
9. Enhance Security measures	CCTV was installed to keep a track of the Campus, Administrative Block, Library etc. from the Principal's desk. Security personnel employed to ensure security of the institution at the main Gate of the Institution.
10. Apply for and conduct National Conference, Seminars etc.	(i) A Seminar on "Understanding Water Pollution" was organised on 27 <sup>th</sup> – 29 <sup>th</sup> March, 2018. (ii) A Seminar on "Food Processing" on the 11 <sup>th</sup> – 13 <sup>th</sup> April, 2018. (iii) A One Day Seminar on "Beat Plastic Pollution" on 5 <sup>th</sup> June, 2018. (iv) A One Day Career Counselling programme on 30 <sup>th</sup> August, 2018.
11. Enhance the NSS Activities.	Social Work to create awareness on Cleanliness was done under the institution of the NSS of the College.

\* Attach the Academic Calendar of the year as Annexure.

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 made changes where necessary, it was then approved, uploaded & submitted.

## Part - B

### Criterion - I

#### **1. 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		01		01
Others				01
<b>Total</b>	<b>23</b>	<b>01</b>		<b>06</b>
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)

*\*Please provide an analysis of the feedback in the Annexure*

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

NA

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

6 months Certificate Course in Horticulture under RUSA

## Criterion - II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
89	89			

2.2 No. of permanent faculty with Ph.D.

8

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	2	70	
Presented papers	2		1
Resource Persons			

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

- Role Play Method
- Creating Social Media Groups(WhatsApp) for some Departments to disseminate information & knowledge.

2.7 Total No. of actual teaching days

during this academic year

221

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

2

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	15	1	1	8		60%
B.A. Hons.	68	1	30	25		80.8%
B.Sc.Gen	07		4	1		71.4%
B.Sc.Hons.	76	2	43	11		71%

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

Please refer to 2.14 (Significant Activities & Contributions made by IQAC) & 2.15 ( 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	70
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	30			

## 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				
Outlay in Rs. Lakhs		14,24,000	1,225,340	1 <sup>st</sup> Yr Report

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	4		1Final submitted
Outlay in Rs. Lakhs		8,90,500	6,85,000	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	3		
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	1,225,340
Minor Projects	2	UGC	8,90,500	6,85,000
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		2			2
Sponsoring agencies		UGC			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
1	1					

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

1

2

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

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 5

2

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

- \* Beat Plastic Pollution
- \* Communication Skills
- \* Coaching in English & Mathematics
- \* Awareness on Organic Farming
- \* Awareness on Solid Waste

## 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.	120	120000	7648	1738214.2

		26				6
Reference Books	630	135450	30	30000	660	165450
e-Books	Under N-LIST		135000+			
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	36			9				
Added	2							
Total	38							

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

- Year round Basic Computer Application for faculty
- Training on Automation
- Broadband services available in the office & library

#### 4.6 Amount spent on maintenance in lakhs :

- i) ICT
- ii) Campus Infrastructure and facilities
- iii) Equipments
- iv) Others
- Total :**

## Criterion - V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Counselling the students seeking admission on the importance of particular subjects and their subject combinations.
2. Orientation programme before the commencement of each academic session
3. Reflecting the activities of the students in the institutional & academic calendar
4. Forming sub-committees under IQAC-student welfare



5.2 Efforts made by the institution for tracking the progression

Once the students passed out, they are enrolled in the Alumni Association & thus their progression are tracked. Their progression are tracked through the Parent-Teacher Association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
796			75

(b) No. of students outside the  state

(c) No. of international students

Men		Women		Last Year						This Year					
No	%	No	%	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
41	51.	38	48.	107	91	47	95		766	108	91	510	87		796
1	6	5	3			3									

Demand ratio 1:1 Dropout %

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

- Workshop on career counselling
- Communication skill training
- IT

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

- Workshop on career counselling
- Communication skill
- Practical classes on preservation of food
- Practical classes on Information & communication technology

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

### 5.8 Details of gender sensitization programmes

Women Day celebrated

### 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	4(10% of the general students in the 1 <sup>st</sup> Semester)	5,000
Financial support from government	ST/SC/OBC/ MINORITIES	
Financial support from other sources	ISHAN UDAY, INSPIRE etc.	
Number of students who received International/ National recognitions		

#### 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 developments 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

6.3.1

- Lesson Plans.
- Group Discussions.
- Home Assignments
- Role Play Method
- 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 test/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 encourage 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.

### 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
- Synapx(Ministry of Micro, Small & Medium Enterprises, Govt. of India

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

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 Department & IQAC
Administrative	YES	Cooperative Society	YES	Management

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

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

Feed backs from 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 waste.
- 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.

- **Role Play Method** : Allows the students to explore themselves in real life context, enabling them not only to built their confidence but also in sharing their creative thoughts. It also increased their interest of learning and participation.
- **WhatsApp Group** : Developed the students' social approach and real-life learning of education. The present being a technological era, it motivated the young minds as the technique grasped their maximum interest and engagement, enabling them further to checked any subject related information updated/uploaded by the faculty.

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

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*)

- Solid waste Disposal system – safe from hazards.
- Organic Farming – a boon to Villagers.

*\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

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 Inlibnet 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 Science 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.

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Rev

1. For enhancing Co-Curricular activities -
  - i. Open NCC Unit.
  - ii. Formation of Clubs (Green Clubs, Red Clubs etc.)
2. Encourage Teachers pursuing further studies to complete their thesis-both projects undertakes & Ph.D.
3. Organize Seminars/Conference/Workshops at all levels - Local/State/National/International & Publish the findings.
4. Create answers to disseminate of knowledge to the local communities.
5. Encourage more associations/affiliations with other institutes and with the affiliating University.
6. Promote sports activities - both participation &

Name **MONICA JASMINE LANGHU**



\_\_\_\_\_  
Signature of the Coordinator, IQAC

Name **DR. L. KHILONI**



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Signature of the Chairperson, IQAC

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**Annexure I**

**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

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## **Annexure - II**

### **Academic Calendar 2018-2019**

<b>Sl. No</b>	<b>Programme</b>	<b>Date, &amp; Month</b>
1	Admission Notification (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semesters)	June 2018
2	World Environment Day	5/6/2018
3	Last date of admission (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semesters)	June 2018
4	HOD Meeting	4/7/2018
5	Departmental Meeting(s)	6/7/2018
6	Teachers' Orientation	7/7/2018
7	Students' Orientation	9/7/2018
8	Class Commencement (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semesters)	10/7/2018
9	Literary Meet	Sept. 2018
10	Seminar/Workshop/Orientation/Sports	Sept & Oct. 2018
11	Educational Field Trip	Oct. 2018 - April 2019
12	National Integration Day	31/10/2018
13	Freshers' Meet/Felicitation	Nov. 2018
14	World Aids Day	1/12/2018
15	International Human Rights Day	10/12/2018
16	Examinations (1 <sup>st</sup> /3 <sup>rd</sup> /5 <sup>th</sup> Semesters)	Dec 2018 & Jan.2019
17	Winter Break	23/12/2018 - 1/1/2019
18	College Foundation Day	2/1/2019
19	Class Commencement (2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semesters)	3/1/2019
20	International Women's Day	8/3/2019
21	Examinations (2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semesters)	May & June 2019
22	Summer Break	15 <sup>th</sup> - 30 <sup>th</sup> June 2019

### **ANALYSIS OF FEEDBACK**

The College obtains feedback from the Students, the Alumni and the Parents/Guardians in the form of questionnaire which are analysed and evaluated.

#### **STUDENTS**

In terms of the Curriculum followed and the Teaching methodology followed, 45% of the Students found it Good, 44% found it Average/Satisfactory while 11% found it below Average/Unsatisfactory. In matters of quality of the Teachers, 42% responded to be Good, 50% found it Average/Satisfactory while 8% found it below Average/Unsatisfactory. In the sector of Infrastructure and related factors. 44% found it Average, 32% found it below Average and 24% found it Good.

#### **ALUMNI**

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

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

#### **PARENTS**

52% of the Parents & Guardians felt that the College caters to the educational upliftment of the poorer section; the admission process is fair; the employees are accessible & Co-Operative and the changes introduced in the College in recent years are progression.

37% of them felt that the discipline in the College is lacking while the other parameters are satisfactory.

11% of them that the information is not very accessible.

**BEST PRACTICE – 1**

**Topic: Solid Waste Disposal system – safe from hazards.**

**Goal**

- To get rid of Solid Waste problem in the Villages surrounding the College Campus.
- To Campaign for mass awareness about the fatal effect of accumulated house hold waste in the villages.
- To initiate proper disposal of wastage to a proper site in collaboration with village authorities, college staffs, students and villagers.
- To create overall neat and a clean environment of all the villages surrounding the college.

**Context**

The college is located in a rural hilly tribal area where there is least concern for environmental and health hazards due to improper management of daily household waste materials. Inconsistent increase in population and influx of other communities in the periphery of Komlathabi village worsen the prevailing situation due to unavailability of enough space within the village for a systematic and proper disposal of waste. Moreover there has been a least concern from the concerned authorities about daily waste management on the preview that the village is not an important town/city. In such context of ignorance from the authorities, the college has initiated certain measures to get rid of wastage problem with co-operation and support of village authorities and villagers to develop a waste disposal site.

**Practice**

- Construction of disposal/dumping site and connecting road incurred huge amount which have been born altogether by village authorities, villagers and voluntary contribution of staffs and students.
- A medium heavy vehicle is also engaged for house to house shipping of waste materials once in a week.
- Campaign for mass awareness about health hazards due to improper disposal/dumping of waste near house campuses.
- 

**Evidence of success**

- A proper waste disposal site of surrounding villages of the college have been developed.
- A medium heavy truck had been arranged for routine collection of house wise waste weekly.
- Improper waste disposal in the villages have been stopped/lessen to a great deal.
- Villagers are more concern now about the benefit of clean environment and health benefit from the initiative taken up by village authorities and college staffs.

### **Problems encountered and resource required**

- Financial constrain has been a major hindrance.
- Socio-economic status of the villagers is affected financially if/when contribution is required during construction of the disposal site.
- Selection of proper disposal site with a vision which could function for several years.
- Difficulty in construction of road and waste dumping site as the location was a hilly area.
- Campaigning and organizing awareness for the need to develop proper sewage disposal site to the various villages comprising of different communities have been a tough task, which have been however overcome by the staffs, students and village authorities.

### **Note (Optional)**

The increasing population in rural area has been one important factor for improper dumping of waste materials. It has affected the village and the people living nearby in the context of health and environment. The Government authorities have least provision for working out of any sort of solution. So, it has become a need to work on by ourselves in order to lead a safe and healthy life.

## **BEST PRACTICE - 2**

**Topic :**       **Organic farming - a boon to villagers.**

### **Goal**

- To organize skill development programme for environmental friendly way of farming.
- To promote organic farming and viniculture.
- To generate more income by producing healthy and organic agricultural products.
- To instigate the spirit of sustainable development without any compromise.

### **Context**

The Agricultural and Horticultural practices are now a days mainly based on synthetic fertilizers and chemicals with the main objective of increasing the yield to meet the increasing demand of products. However, in Villages like Komlathabi, where there is a vast hilly terrain, it has been a dream to explore the potentiality of resources available in more dynamic way without any compromise of the prosperity of future generation. It is in this context that the Science Departments of the college, in co-ordination of the villagers initiated environmental friendly and cost effective organic farming technology to generate regular income of the villagers.

### **Practice**

- Organic skill development programs to expertise villagers about organic farming, viniculture and vermicompose.

- Selection of seeds and nurseries are done after proper screening and required tests.
- Field development and required skill developments are done under close scrutiny by the staffs of Science Departments.
- Village authorities and villagers are very co-operative and extended positive approach till the to end to make the mission a success.

#### **Evidence of success**

- The annual yield/product raised considerably.
- Synthetic chemicals and fertilizers have not been in use anymore in the village.
- Spirit of work culture have been promoted.
- Many villagers rely on organic farming for their livelihood.
- Daily house hold waste materials have not been seen anymore as they were processed and used up for the purpose of organic fertilizers or vermicompose.

#### **Problems Encountered and resources required.**

- Financial involvement for infrastructure development and skill development have been a major hardship.
- Imparting training to farmers in a scientific approach have been a challenging task.
- Seasonal natural calamities sometimes hindered the farming activities.
- Sometimes, there have been limitations due to insufficient resource available as well as expert man power.

#### **Notes (Optional)**

Organic farming has been a good choice for many of the farmers in the present context of agricultural and horticultural produces as this method is more scientific and environmental friendly. The hilly terrain of Komlathabi Village is very suitable for Organic farming which could however, be one of the way to provide good and healthy food to the increasing population and at the same time many farmers may rely on organic farming for their livelihood.