



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		MANIPUR COLLEGE, IMPHAL
Name of the head of the Institution		DR. R.K. RADHAKRISHORE SINGH
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03853566208
Mobile no.		9863477231
Registered Email		iqac@manipurcollege.ac.in
Alternate Email		principal@manipurcollege.ac.in
Address		SINGJAMEI CHINGAMAKHONG (PISHUM)
City/Town		IMPHAL WEST
State/UT		Manipur
Pincode		795008
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. S. BENJAMIN NATTAR
Phone no/Alternate Phone no.	03853566208
Mobile no.	9863477231
Registered Email	iqac@manipurcollege.ac.in
Alternate Email	principal@manipurcollege.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.manipurcollege.ac.in/downloads/AQAR/AQAR_2016_2017.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.manipurcollege.ac.in/downloads/AQAR/AQAR_2016_2017.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.52	2014	21-Feb-2014	21-Feb-2019
1	B	70.60	2007	31-Mar-2007	31-Mar-2012

6. Date of Establishment of IQAC	27-Aug-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Reception of Voluntary Blood Donors	12-Jul-2017 1	8

Cleanliness Drive	12-Jul-2017 5	84
Committee System	12-Jul-2017 180	74
Internal assessment week	17-Aug-2017 9	2614
Feedback collection	11-Nov-2017 5	260
Presenting Academic Planner	22-Jan-2018 1	74
Internal Assessment week	07-Mar-2018 11	2614
Feedback collection	11-Apr-2018 5	260
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Rusa 1.0	RUSA	2018 180	5507100.5
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

8

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Voluntary Blood donation 2. Cleanliness Drive as a mark of 10 years of IQAC 3. Internal Assessment for every semester 4. Feedback sheet analysis 5. Continuation of committee system as a tool of decentralization

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

Plan of Action	Achievements/Outcomes
Induction Ceremony	Orientation of the new academic session to the students
Unit Test (Odd and Even Semester)	Completion of Unit test, feedback, remedial classes and its programme outcome
Feedback Collection	Good Relation Between learning community

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

03-May-2018

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution ensures effective curriculum delivery through a well planned and documented process in consultation with the Academic Committee. In this regard, the College specific academic calendar is prepared by the Academic Committee in the beginning of every academic session in accordance with the tentative academic calendar published by the Manipur University. On July 08, 2016 a meeting of all HODs of the 14 Departments was convened by IQAC prior to the commencement of the Academic session. As the college is affiliated to Manipur University, the curricula for various programmes are designed and developed by the University. The commencement of the Academic session follows the directives of the Directorate of University and Higher Education, Manipur.

The college ensures effective delivery of the curriculum through proper planning by faculties. Before the beginning of the academic session allocation of the contents of the syllabus is made among the faculty members of every department. Every department prepares its own work-load, assigning faculties to deliver the curriculum developed by the university. Keeping in mind the interest and needs of learners, the activities of the academic calendar is also well prepared with Induction Programme, internal assessment, feedback and other academic programmes like tutorial/remedial classes which improve the learners without burden of their semester end examination. The Direct Teaching-Learning Workload for every department was prepared with a minimum of 16 hrs for Assistant Professors and 14 hrs for Associate Professor respectively. A General Direct Workload is also framed for centralized arrangement in the college. Direct Teaching-Learning workload for "Elective Subject" is planned by the concerned department at their own convenience for effective and efficient delivery of curriculum. Remedial courses are arranged for slow learners or educationally disadvantaged or weaker section that has started pursuing the programme in the college. These students are taught again to remove their difficulties related to their content that they previously failed to learn. Every department conducts remediation before additional skills are taught or formal tests or before any assessment. Tutorial classes are also conducted to impart knowledge in a more student-centric or outcome-centric way by giving assignments, practicum to the students to improve problem solving skills and abilities. Departmental seminars are organised among the students and faculties on different topics by making groups to increase their knowledge in different pedagogical ways. Though the credit system has not yet been established by Manipur University, considering 6 credits for a paper and 1 credit is calculated as interaction of 1 hour in a week for a semester, the interaction between faculties and students are so designed while preparing work-load of faculties. Experiential learning has been incorporated in various subjects as developed by Manipur University, namely, in undergraduate programmes in Education, Geography, Botany and Zoology by way of organising study tours, field work and projects. Though experiential learning has not exclusively been developed in curriculum for other subjects, efforts are being made to explore similar methods to make teaching learning more interactive by visiting historical sites, and other places of national interest and importance.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Food Processing and Preservation Technology	24/07/2017	180	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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BA	Philosophy	18/06/2010
BA	Education	18/06/2010
BA	History	18/06/2010
BA	Economics	18/06/2010
BA	Political Science	18/06/2010
BA	Manipuri	18/06/2010
BA	English	18/06/2010
BSc	Biochemistry	18/06/2010
BSc	Chemistry	18/06/2010
BSc	Botany	18/06/2010
BSc	Geography	18/06/2010
BSc	Mathematics	18/06/2010
BA	Mathematics	18/06/2010
BA	Geography	18/06/2010
BSc	Physics	18/06/2010
BSc	Zoology	18/06/2010
BA	MIL (Manipuri)	18/06/2010
BA	General English	18/06/2010
BSc	MIL (Manipuri)	18/06/2010
BSc	General English	18/06/2010
BA	Regional Development (North East)	18/06/2010
BA	Environmental Studies	18/06/2010
BSc	Regional Development (North East)	18/06/2010
BSc	Environmental Studies	18/06/2010

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

	Certificate	Diploma Course
Number of Students	Nil	30

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology	496
BSc	Botany	243
BA	Geography	84

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained

Analysis of the feedback obtained from the stakeholders of the institution particularly students is of paramount importance for the overall development of the college. Manipur College collects feedback from students of the college as a part of Quality Assurance. The questionnaire employed covers all the facets of provision for holistic learning in this fast-paced dynamic world, such as Students' feedback on teachers, infrastructure, syllabus and co-curricular activities, curriculum and teaching, teacher quality, and other facilities. Feedback Satisfaction Survey are also collected annually from the students to ascertain their satisfaction towards the faculty, teaching-learning and evaluation. These feedbacks are collected informally and anonymity is given to respondents in order to ensure their feedback is free from intimidation or coercion. The questionnaire focusses on the teacher's performance as a teacher in the class, helpfulness, mastery of the subject matter, communication skills, sincerity and commitment. This helps the teacher to improve his/her performance in the weak areas. The collected data are analyzed using SPSS software which enables IQAC to understand the teacher's profile. Statistical test is applied to various feedback questions relating to teachers, syllabus, infrastructure and co-curricular activities to check whether the students' responses are statistically significant. The findings and shortcomings are discussed in IQAC meetings with Heads of Department to identify the underlying problems which led to the shortcomings. These problems are thereby segregated into short, medium and long term goals with suggested solutions and road map to achieve them. Any shortcomings in teaching are addressed intra-departmentally and teachers are assigned different papers by rotation in order to combat fatigue and boredom, and to motivate team-teaching and invoke vigour, and enthusiasm. The feedback is finally discussed in the general body meeting of the Manipur College Teachers' Association (MCTA) to be utilized for the overall development of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA (H) Economics	80	65	54
BA	BA (H) Education	120	350	186
BA	BA (H)	80	480	82

	English			
BA	BA (H) Geography	120	709	248
BA	BA (H) History	80	76	24
BA	BA (H) Manipuri	40	83	63
BA	BA (H) Philosophy	40	15	4
BA	BA (H) Political Science	120	480	180
BSc	BSc (H) Biochemistry	30	277	27
BSc	BSc (H) Botany	80	301	86
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2614	20	74	0	13

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
74	77	78	7	6	805500

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring improves students' performance, by either helping them to attend college regularly or once they are there, to be retained through to degree completion. It also provides educational guidance and counselling, and psychological support or mental health to the needy students. Mentoring influences students' outcomes such as sense of belongingness, capacity for responsibility, leadership, self-confidence, skills and abilities, the spirit of competition and compassion for the environment. Mentors may also benefit from relationships with undergraduate students, including improved cognitive and socio-emotional growth, teaching and communication skills. Mentored students generally earn more grades and are likely to persist in college as compared to non-mentored students. At the beginning of the academic session, each student is assigned a mentor to address their grievances within and outside the classroom. The general objectives of introducing mentor-mentee system in the college are as under: Objectives: 1. To provide a reliable and comprehensive student support system. 2. To motivate them towards their academic and non-academic fields. 3. To enhance students' attendance and minimize student drop-out rates. 4. To identify learning difficulties and provide remedial classes to the learners.

5. To render equitable service to students. 6. To identify problems and grievances of the students and raise them to the concerned authorities. 7. To help fresh students to understand the challenges and opportunities in the college and develop a smooth transition from school to collegiate life. Implementation of the students mentoring system: The implementation of student mentoring system will be in the following phases: Phase I: Selecting faculty mentors. Phase II: Allotment of students to the mentors. Phase III: Interaction of students with the mentors and identifying strengths and weaknesses of the mentees. Phase IV: Creating groups (mentor-mentees) to keep contact within the group. Phase V: Periodic meeting of the mentees with the mentors. Phase VI: Obtaining feedback from the mentees at the end of the session. Structure of the Students Mentoring System: Students mentoring system primarily deals with all the undergraduate and postgraduate students of our college and all full-time teachers will perform their duties as mentors. Mentor-Mentees Ratio: 1:35 Role of faculty mentor (FM): The FM will perform the following duties: 1. Meet their group of students at least twice in each semester. 2. Continuously monitor, counsel, guide and motivate the students in all academic matters 3. To identify weakness in particular subject so that the concerned mentor apprises the matter to the concerned faculty or Head of the Department. 4. Maintain a progress report of the student. 5. Advise students in their career development guidance. 6. Contact parents/guardians if situation demands e.g. academic irregularities, detrimental activities etc. and arrange special meetings with the Principal if required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2614	74	1 : 35

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
74	74	0	0	31

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ECO	6	16/05/2017	24/06/2017
BA	EDN	6	16/05/2017	29/06/2017
BA	ESL	6	16/05/2017	29/06/2017
BA	GEG	6	16/05/2017	03/07/2017
BA	HIS	6	16/05/2017	27/06/2017
BA	MSL	6	16/05/2017	30/06/2017
BA	PHI	6	16/05/2017	30/06/2017
BA	PSC	6	16/05/2017	30/06/2017
BSc	BCH	6	16/05/2017	01/07/2017

BSc	BOT	6	16/05/2017	30/06/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Manipur college has a robust approach to the process of continuous assessment or examinations in a transparent, efficient manner, and in the best interest of students following the university rules and/or guidelines. The internal assessment weightage consists of 25 marks and the remaining 75 marks in the final university end semester exams. The university exams are conducted uniformly across the constituent and/or affiliated colleges. The continuous internal evaluation (CIE) is conducted through class tests and assignments and is carried out in a well-planned and systematic manner based on course outcomes (COs). The evaluated answer papers related to internal examinations are shown to the students for their discrepancies to be rectified, and suggestions for improvements. Any queries related to evaluations and feedback are thoroughly addressed. Science students or students involving practical classes are awarded practical marks based on attendance, timely submission of the practical notebook, and viva-voce which makes them aware of the significance of consistency while attending practical classes. External examiners are appointed through the university during practical examinations. Students who are slow learners are given multiple opportunities to improve in their CIE. Students involved in extra-curricular works like NCC, NSS, or active members in societies are given ample opportunities to catch up with the rest of the class. The college has a well-defined system related to examination related grievances. The final CIE marks are scrutinized by the concerned department and then by the principal office before being displayed on the notice board or college website and finally sent or uploaded to the university portal. The students can check their marks or total assessment marks at the end of each semester and are given ample period to review and report any complaints. The students are also sensitized regarding final university examinations. If any student is not satisfied with the university examination marks, he or she can apply for re-evaluation as per the university norms. Grievances raised by the students are successfully communicated to the university so that necessary steps can be taken. The university's replies to student issues are communicated to them as soon as possible.

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

Manipur college is affiliated with Manipur University and under the Directorate of University and Higher Education, Government of Manipur, the college is bound by the university rules and regulations including the academic calendar and final semester-end examination schedule and also the commencement of academic session and vacations and/or semester breaks. The college academic committee prepared the tentative academic calendar based on the university academic calendar. Each department prepared detailed academic calendars systematically and cohesively including class timetables, assignments, and class tests. Both university and college academic calendars are placed on the college notice board and website for reference. The institution adheres to the academic calendar including the conduct of CIE. The college adheres to an academic calendar prepared by the Academic Committee of the college for each academic session. This academic calendar is to be followed by a holiday list issued by the Principal of the college. The academic calendar incorporates academic, co-curricular, and assessment activities of the college both internal assessment and university examinations. The academic calendar of the college specifies dates of the following: 1. Commencement of the academic session for the third semester and fifth semester. 2. Induction programme for the first semester. 3. Commencement of classes for the first semester. 4. First unit test. 5. Second

unit test. 6. Third unit test. 7. Collection of feedback forms. 8. Semester end examinations for first, third, and fifth Semester students followed by winter holidays. 9. Commencement of classes for second, fourth, and sixth semesters. 10. First unit test. 11. Second unit test. 12. Collection of feedback forms. 13. Semester end examinations for second, fourth, and sixth semester students followed by summer vacation. The date fixed by the academic calendar for various activities of the college is strictly adhered to. Following it, an Induction Programme for first semester students is held to acquaint the newly admitted students with the existing infrastructure and achievements of the college. The newly admitted students are also exhorted by the Principal and the faculty members of the college on the importance of discipline, regularity, and punctuality in the college. The facilities available in the college are also highlighted to the students in the Induction Programme. The commencement of classes for the first semester follows this Induction Programme. The college also conducts Unit Tests for each theory paper for each semester as per the Academic Calendar. The unit test has 25 marks and is 45 minutes duration with questions prepared by the concerned departments/teacher following the university question pattern. As for the semester-end examinations for both odd and even semesters, the college, being an affiliated college, follows the examination schedule of the affiliating university, i.e. Manipur University. These examination schedules of the University are incorporated into the academic calendar of the college. Further, the collection of feedback forms from the students which is mandatory for the NAAC Assessment is done as per academic calendar. The college, thus, carries out teaching and assessment activities in strict adherence to the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

https://www.manipurcollege.ac.in/downloads/Criteria2/Programme_outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ECO	BA	BA (H) Economics	21	12	57.12
EDN	BA	BA (H) Education	39	32	82.05
ESL	BA	BA (H) English	61	61	100
GEG	BA	BA (H) Geography	83	82	98.8
HIS	BA	BA (H) History	13	8	61.54
MSL	BA	BA (H) Manipuri	15	11	73.33
PSC	BA	BA (H) Political Science	44	34	77.27
BCH	BSc	BSc (H) Biochemistry	48	31	64.58

BOT	BSc	BSc (H) Botany	17	4	23.53
CHM	BSc	BSc (H) Chemistry	6	2	33.33
View File					

2.7 – Student Satisfaction Survey

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

<https://www.manipurcollege.ac.in/downloads/Students%20Satisfaction%20Survey%202017-18%20final.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	Manipuri	1	0
National	Botany	1	0
International	Physics	2	2.9
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Temperature-dependent vibrational spectroscopic studies of pure and gold nanoparticles dispersed 4-n-Hexyloxy-4'-cyanobiphenyls	Ramanuj Mishra, Ayon Bhattacharjee, Debanjan Bhattacharjee, Keisham Nanao Singh, Binod Gogoi Parameswara Rao Alapati	Liquid Crystals	2018	0	Manipur college, NERIST, NIT (Shillong)	15
Dielectric properties of a strongly polar nematic liquid crystal compound doped with gold nanoparticles	Ramanuj Mishra, Jayanta Hazarika, Anil Hazarika, Binod Gogoi, Ragini Dubey, Debanjan Bhattacharjee, Keisham Nanao Singh Parameswara Rao Alapati	Liquid Crystals	2018	0	Manipur college, NERIST, NIT (Shillong), Tejpur University	28
A Review on the Treatment	Chanu O. P., Maibam H. D. and	International Journal of	2018	0	Manipur college, Modern	0

of Kidney Failure (Renal Failure) with Traditional Herbal Medicine as a New Perspective	Singh P. K.	Scientific Research and Reviews			college, Manipur university	
Paramparagi mityengd lam lam gi threatre/d rama gi masak	Naorem Ahanjao meitei	Ritu	2017	0	Manipur college	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Temperature-dependent vibrational spectroscopic studies of pure and gold nanoparticles dispersed in 4-n-Hexyloxy-4'-cyanobiphenyls	Ramanuj Mishra, Ayon Bhattacharjee, Debanjan Bhattacharjee, Keisham Nanao Singh, Binod Gogoi Parameswara Rao Alapati	Liquid Crystals	2018	2	15	Manipur college, NERIST, NIT (Shillong)
Dielectric properties of a strongly polar nematic liquid crystal compound doped with gold nanoparticles	Ramanuj Mishra, Jayanta Hazarika, Anil Hazarika, Binod Gogoi, Ragini Dubey, Debanjan Bhattacharjee, Keisham Nanao Singh Parameswara Rao Alapati	Liquid Crystals	2018	2	28	Manipur college, NERIST, NIT (Shillong), Tejpur University

	meswara Rao Alapati					
A Review on the Treatment of Kidney Failure (Renal Failure) with Traditional Herbal Medicine as a New Perspective	Chanu O. P., Maibam H. D. and Singh P. K.	International Journal of Scientific Research and Reviews	2018	0	0	Manipur college, Modern college, Manipur university
Paramparagi mityengd lam lam gi threatre/d rama gi masak	Naorem Ahanjao meitei	Ritu	2017	0	0	Manipur college
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	5	0	0
Presented papers	4	1	0	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Environment protection and urban forestry, at the college	NSS Manipur College and Biodiversity, Environment, Water, River (Conversion Group), Manipur	2	28
Training on Disaster Management	Directorate of Civil Defence and Disaster Management, Government of	1	6

	Manipur		
Combined Annual Training Camp	14 Bn NCC Imphal	0	15
Combined Annual Training Camp	64 Assam Girls Bn NCC Jorhat	0	3
Pre - Thal Sainik Camp	9 Assam Bn NCC Jorhat	0	1
All India Thal Sainik Camp	DG NCC camp New Delhi	0	1
Combined Annual Training Camp	14 Bn NCC Imphal	0	12
Combined Annual Training Camp	15 Bn NCC Imphal	0	15
Army attachment Camp	5 Bn Jammu Kashmir Rifle, Nambol, Manipur	0	10
Participation Manipur Police Raising Day Celebration	Manipur Police	0	13
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Observance of Swachh Pakhawda 2017	NSS Manipur College and NYK Imphal West	Cleaning of community pond at Mongshangei as part of Swachh Pakhawda 2017	2	21
Observance of Swachh Pakhawda 2017	NSS Manipur College and NYK Imphal West	Cleanliness drive at the D.C. Imphal West Compound as part of Swachh Pakhawda 2017	2	13
Observance of Swachh Pakhawda 2017	NSS Manipur College and NYK Imphal West	Cleanliness drive at Khwairamband Bazar, Imphal West and Haipou	1	13

		Jadonang Nmemorial Park as part of Swachh Pakhawda 2017		
Observance of Swachh Pakhawda 2017	NSS Manipur College and NYK Imphal West	Cleanliness drive at RIMS Hospital, Imphal West as part of Swachh Pakhawda 2018	1	16
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6064330	6063885

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19324	Nil	42	Nil	19366	Nil
Reference Books	746	Nil	17	Nil	763	Nil
Journals	4	Nil	0	Nil	4	Nil
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	3	40	4	1	3	14	8	0
Added	0	0	0	0	0	0	0	0	0
Total	40	3	40	4	1	3	14	8	0

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

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6064330	6063885	4929814	4929814

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

The college being fully Government college, depends on the sanction of the government fund regarding the infrastructure maintenance. However, the college has established the College Development Committee who looks after the maintenance and the upkeep of the infrastructure facilities and equipment's. The Committee oversees the maintenance and up-gradation of the infrastructure facilities available in college. And the following infrastructure facilities are maintained properly - Library - The Library Advisory Committee was formed with members from various department of the College, holds its periodic meetings and discusses in detail about the maintenance and smooth conduct of library. The committee also suggests the name of the books which are needed to be purchased for the benefits of the students as well as the teachers and forwarded to the Directorate of University and Higher Education, Government of Manipur. Following are the few distinctive features of our institution Library:

- a) The library is partially automated using the SOUL SERVER 2.0 software of INFLIBNET.
- b) Meeting of library sub-committee takes place at regular interval
- c) Books/journals as recommended by different departments are purchased whenever fund is sanctioned by the Directorate of Higher Education, Government of Manipur.

Games and Sports: Games and Sports Committee was also established with students' council/bodies and discusses in details about the maintenance and up-gradation of the sports facilities and infrastructure. The committee also suggest for procurement of the various sports related articles a item yearly prior to the functioning and participation of college week and university meet of various games and sports. Computer: Computer are checked frequently by the convener of ICT co-ordination committee and if any problem is found with related to the computer, then necessary arrangements are made for solving the problem at the earliest. Classrooms: All the Classrooms are cleaned regularly by the environmental club. There are three sweeping and cleaning staff who keep the class room, furniture, and other things clean. The development committee purchase new furniture for each academic year for student tables and benches whenever fund is received from the Directorate of Higher Education, Government of Manipur.

<https://www.manipurcollege.ac.in/downloads/Committees.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit Scholarship	5	10000
Financial Support from Other Sources			
a) National	ISHAN UDAY	59	1677600

	Scholarship Scheme for NER (National) Post Metric Scholarship for OBC students (Manipur)		
b)International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	18	Manipur College	English Biochemistry	Manipur University	MSc, PhD
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

5.3 – Student Participation and Activities

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

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

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

The college has an elected Students union by the name "Manipur College Students Union (MCSU)". The union comprises of eight executive members headed by Principal of the college as President and one teacher as Vice President The executive body has the portfolio (1)General Secretary (2) Games Secretary (3) Minor Games Secretary (4) Debate and Extension Secretary (5) Social and Culture Secretary (6) Music and Song Secretary (7) Boys' Common Room Secretary and (8) Girls' Common Room Secretary. Teacher in charges are attached to each portfolio, appointed by the Principal. The executive members of the union take an active role in organizing different literary, awareness programmes, sports activities, etc. for the students in the college campus. The union also works in facilitating deserving students in participating different events organized in district level, state level, national level and international level. They play an active role in the welfare of students of the college. (MCSU) also take active part, along with IQAC in different programs. They also perform activities in collaboration with some other cells of college like NSS, NCC, Women cell, etc. Members of College Student's Union have representation in the academic administrative bodies/committees of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. Manipur College is an ideal Institution in which Principal office act as a decentralizing agency. Committee System was constituted on 11 April, 2016 to decentralized the academic climate of Manipur College. However, the Principal does not function in isolation. In the decision making process the representatives or members of the relevant committees of teaching and nonteaching staff of the college took the decision first and the resolution are implemented by the principal office in consultation with the IQAC office. While formulating major policies, the opinions of different committees are given due consideration and importance. When it comes to implementation of the policies of the Government of Manipur or affiliating Manipur University, the Principal ensures execution there of through delegation to various committees and subcommittees involving faculty members, non teaching staff and student representatives depending upon the functional areas. There are a host of committees to look into various dimensions of the college. In short, all the staff members are involved in various administrative roles. Committees of the college have been given free hand to formulate their plans and decide execution strategies. Academic Committee comprising of Heads of all the departments where all the academic and examination affairs placed and discussed in every academic session. The resolutions adopted in that meeting are implemented in the college. Examination Committee, Academic Committee, Library Committee, Overall development committee , Construction Committee, Environmental Committee, etc. are .being involved in disseminating various activities in the College. 2. The Principal is the head of administrative unit in the college, Manipur College Teachers Association(MCTA) is the driving force of the teacher community in the college. Manipur College Students Union (MCSU) is also one important driving force of the major learning community of the college for maintaining quality sustenance. A tripolar communication is established between the learning community to ensure effective college climate. The Principal is NOT a member of MCTA, so that MCTA can work independently and suggests the ways and means to the Principals Office from time to time at different levels. In addition to Manipur College Teachers Association(MCTA), There are various nodal officer who perform administrative work like RUSA, AISHE, ICT, Scholarship, etc. delegated by the principal as a way of decentralization. The Manipur College Students Union (MCSU) plays an important role in decentralizing administrative activities. All the Students of the College are the members. The executive committee of the union is elected through the voting system following the Lyngdoh Committee guidelines. Every elected representative is supervised by one Teacher-In-charge for the academic year for promoting and protecting the national values of democracy. Students Activities like College Week, Fresh meet, Social-cultural Meet, Sports Week, etc. are carried out in consultation with their concerned teacher-in-charge.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Manipur College, Imphal follows the Ordinance for Bachelor of Arts and Bachelor of Science (six-semester

system) 2010, Manipur University (central), Canchipur which was adopted on 14/06/2010. The learning outcome portions which was not a part of the ordinance was taken up by our college as a part of Curriculum Implementation and Development and its feedback and revision

Teaching and Learning

1) The faculties prepare their Teaching Plans and submit to the IQAC before commencement of a semester. 2) The faculties submit Monthly Performance Report to the IQAC in the first week of every month. 3) IQAC compares the Teaching Plans and the Monthly Performance Report of every teacher, and if necessary, discusses the matter in the Academic committee (comprising all HODs). 4) Teachers are encouraged to use ICT as their teaching aids to make their classes more interesting and effective.

Examination and Evaluation

The Ordinance for Bachelor of Arts and Bachelor of Science (six-semester system) 2010, Manipur University (central), Canchipur which was adopted on 14/06/2010 left out the internal assessment scheme of examination. The college took up the challenges of Continuous evaluation through internal assessment, assignments to improve the quality of learning and teaching

Research and Development

The IQAC and the Research Advisory Committee (Arts Science) encourage the newly appointed faculties to pursue research and higher academic degree like Ph. D. and other higher qualifications

Library, ICT and Physical Infrastructure / Instrumentation

1) The HODs /librarian was encouraged to give requisition for more books, eresources and to digitalise the library 2) Every faculties are requested to use e-learning resources available under NLIST, shodhganga, shodhsindhu, MOOCs, etc 3) All learning community of the college were given Wifi access through JioNet WiFi facilities to encourage internet surfing for online resources related to e-learning.

Human Resource Management

Faculty members are encouraged to participate in Seminars, Workshops, and Conferences. Departmental Seminar, discussion and brainstorming session were encouraged to all the departments so that students can improve their

	qualities of modern techniques of teaching and learning.
Admission of Students	Students are admitted into 1st Semester B.Sc. / B.A. classes strictly on merit basis. Entrance test were conducted due to high demand of science stream in the college. Screening was made on the basis of their previous academic score. The selection list of eligible candidates was maintained by the admission committee following the guidelines reservation of seats, Government of Manipur. The date of admission and other related information was announced in college notice board and through local media (both print and electronic).

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

E-governance area	Details
Student Admission and Support	Helpline numbers was provided to address the grievances of the students. Microsoft Access was also used to maintain internal database of students
Finance and Accounts	CMIS (Central Management Information System) was implemented being a part of e-governance. It integrated Personnel Management and Payroll System of Manipur Government. It has completely superceded the previous MGEL/CIPS. It is also a major component of IFMS (Integrated Finance Management system of the government of Manipur.
Examination	Internal assessment and evaluation, examination form fill-up are managed partially through a database maintained by Administrative Office of the principal, Manipur College.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff			
No Data Entered/Not Applicable !!!					
No file uploaded.					

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Orientation Course	5	Nil	Nil	21
UGC Refresher Course	5	Nil	Nil	14
Seminars/Workshops/Conference	13	Nil	Nil	Nil

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	9	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
No Data Entered/Not Applicable !!!		

6.4 – Financial Management and Resource Mobilization

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

<p>Institution conducts internal and external financial audits regularly. The internal audit is conducted yearly by the Institutions audit committee which consists of various stake holders as well as the faculties with expertise in accounting practices. The books of accounts, vouchers for transactions, grant orders and completion reports are all collected and verified. The collected materials are scrutinized to check whether the regulations and accounting principles were followed while maintaining the books of accounts. The balances of cash books are verified with the bank statements and the physical cash in hand available at the end of the year. After the proper verification and scrutiny of the materials, a report is thereby prepared highlighting any discrepancies if found and with suggestions on its rectification.</p>

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Academic Committee
Administrative	No	Nil	No	Nil

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

No Data Entered/Not Applicable !!!

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

The institution has effective welfare measures and policies for both the teaching and the non-teaching staff. These are incorporated in the state government FRSR service rules and leave policies. The college is extending welfare measures for the non-teaching staff, Maternity and Paternity leave, leave encashment policy, study leave, medical leave, marriage leave, etc. MCTA (Manipur College Teachers Association) contributes kind and cash incase of any eventualities. Staff welfare fund is also maintained to meet/look into contingencies of the staff. The staff welfare fund is managed by MCTA. Provision of free medical aid in case of emergency in the staff or in their family.

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

1. Mentoring to meet national competition 2. Improvement of ICT in Teaching Learning 3. Improvement in Infrastructure through RUSA Grant

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Induction Ceremony Programme	12/07/2017	Nil	Nil	1244

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
1. Strict measures are taken to ensure that energy is conserved. Power is switch on only when required else off when not in used, 2. Electricity is used wherever natural light is insufficient 3. Computer Monitors are upgraded to LED/LCD types to ensure minimum uses of power consumption 4. Roof top solar panel are install at chemistry and physics department to ensure uninterrupted power supply

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
A Handbook Human Values Code of Professional Ethics	15/07/2016	The Manipur College, Imphal follows the code of Human Values and Professional Ethics for Internal external stakeholders laid by the UGC guidelines entitled "A HANDBOOK HUMAN VALUES CODE OF PROFESSIONAL ETHICS". https://www.manipurcollege.ac.in/downloads/A20Handbook.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

1. Plastic free campus 2. Regular cleaning of campus and sanitary utilities, 3. Flower plantation inside the campus under the aegis of beautification of campus committee in association with NCC and NSS volunteers 4. Initiative to make the campus horn free zone and 5. Tobacco free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A: First Best Practices

1. TITLE OF THE PRACTICE: Transparent admission policy

2. GOAL: Every year the college receives a lot of applications to seek admission to various programmes that the college runs. It is impossible for the college to entertain each and every candidate seeking admission to the college. Demand for seats are always higher than available seats. Till date, the college has been following a very clear and transparent admission policy so that there cannot be any dispute regarding admission process and the candidates are admitted purely on merit basis.

3. THE CONTEXT The college has to keep in mind the following things in adopting an admission policy: (a) The college is located at Indo-Mynamar national highway, where diverse students come for admission. (b) In most cases demand for seats is much higher than available seats (c) A large number of candidates represent economically backward classes. (d) There is a constant pressure from the local people since they belong to the nearby locality. (e) To encourage quality education, the college has been following a very clear and transparent admission policy on the basis of merit.

4. THE PRACTICE The prospectus clearly states the admission policy of the college. Students are enrolled purely on merit basis. As per the govt. rule seats are reserved for SC, ST, OBC and physically challenged students. Here also, merit is the only followed rule. Apart from these, principal has the discretion to enroll a few more students on the basis of some outstanding performance shown in the field of sports, music and other such fields. The college authority constitutes an Admission Committee consisting of staff members and this committee is bestowed with the responsibility of completing the entire admission process. The e to this continuous healthy practice. Admission Committee declares the list of selected candidates in order of merit, showing the marks they secure in 102 examinations along with a waiting list. In this way the whole process of admission is made transparent.

5. EVIDENCE OF SUCCESS The clarity and transparency maintained in the Admission Process has brought about some success in respect of achieving the desired goal. The college has succeeded in avoiding all kinds of controversies and disputes in the admission process. Secondly, the admission committee of the college is hardly pressurized by individuals seeking admission to the college. Besides all these, the admission process has been hailed by one and all.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED The problems faced by the admission committee in adopting a clear-cut admission process in the college are: (a)The college has to face tremendous pressure from different corners to accommodate more students than it can actually accommodate due to its convenient location. (b) A large number of local students pass out 12 Examinations every year from this locality, and they expect admission to Degree level in this college. Ultimately these students put pressure to the college authority to increase number of seats in the B.A. level. There comes the need for more classrooms and more teachers which is not available in the college.

7. NOTES Affiliated colleges may adopt such practices. In the long run, the Directorate of University and Higher Education, Government Of Manipur may implement one common such practices tonsure free and fair admission process.

B. SECOND BEST PRACTICES

1 Title of the Practice: Transparent examination system

2. Goal: To assess and enhance the existing examination system and bring out qualitative changes in the overall academic environment of the college. To monitor the overall performance of students and teachers.

3. The Context: Since teaching, learning and evaluation being the integral part of teaching learning process, the examination system needs to be transparent and clean for quality enhancement of students.

4. The Practice: Under the Examination Committee smooth conduct of internal and external examinations are recorded for every semester so that remedial and educational guidance be given to the performing students as well as underperforming students. Final Semester examinations are

held according to the programmes scheduled by Manipur University (MU) in advance. For each semester examination one officer-in-charge (O.C.) is appointed by MU to monitor the entire examination process. Instructions on question paper collection, answer scripts submission, evaluation of answer scripts are followed according to the prescribed norms of the concerned authority. Internal Examinations like unit tests, test examinations are held according to the programmes mentioned in the academic calendar of college. Internal assessment is notified by the Examination Committee in consultation with Head of the Departments. The committee advise the concerned faculties to set and submit internal assessment question papers at least 10 days before the commencement of the internal assessment. The best practice in this scheme of examination is to motivate the values of hardworking and sincerity is long lasting. If someone is found using unfair means in the examination he/she is expelled straightway. Evaluation of answer scripts of the internal examinations are done by the concerned subject teachers within a stipulated time. Results are declared by the Examination Committee immediately after submission of mark sheets by the teachers. Result sheets along with marks obtained are notified to the students for self-evaluation and feedback. 5. Evidence of Success: It has been observed that students' attendances in the examinations have become encouraging. Due to strictness and discipline maintained in the examination process the academic atmosphere in the college has remained congenial, thereby increasing in academic performance of the learners. Students are compelled to become more learner-centric. . 6. Problems Encountered and Resources Required: Sometimes the non-teaching staff including the administrative head has to engage in some examination related work where no. of students are maximum. Bringing the packets of question papers every day from the police station before commencement of the examination and sending the answer scripts to its assigned address in a sealed packet on the same day is very challenging task. Human resources as well as monetary resources are required for smooth conduct of different examinations held in a year. 7. Notes: The chairman/principal of IQAC, Manipur College shall propose to the concerned authorities to adopt an internal assessment scheme of examination for all affiliated colleges as being practised by our college. It may increase the quality of collegiate education.

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

https://www.manipurcollege.ac.in//downloads/Criteria7/Best%20Practice_distinctiveness.pdf

7.3 – Institutional Distinctiveness

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

It has been observed in past years, that being a college mostly attended by rural students, they have less or no enough motivation to excel in academics, resulting in low percentage of students obtaining high-grade even though the pass percentage is high. This present practice was initiated to motivate the students to excel in their academic performances. This will also encourage the relatively weaker students to perform better. The objective of the practice is to encourage the students of the institution to strive harder and achieve their goals. The departments will display the names, photographs and grades of the toppers of different semesters in their departmental notice board after the term end examination result is declared by the university. Photographs are collected from the concerning students for the purpose. Some departments are found holding small felicitation programmes mainly for 6th semester pass outs. The impact of the practice is yet to be seen as it has been started only from this academic year, but it is certain that it has obviously caught students' attention and interest.

Provide the weblink of the institution

https://www.manipurcollege.ac.in/downloads/Criteria7/Best%20Practice_distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

Future Plans of action for the next academic session 2018-2019 are 1. To encourage students for self-learning through e-resources - NLIST, e-PGPathshala, national digital library, eGyanKosh, etc. 2. To extend more adopted village than the existing adopted village so that extension activities of social responsibility be expanded in different levels with the units of NCC and NSS 3. To upgrade modern teaching tools of ICT like smartboard, Projector, and use of teaching aids while teaching. 4. Renovation of existing physical infrastructure and maintenance of existing equipment