



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MANIPUR COLLEGE, IMPHAL
Name of the head of the Institution		DR. W. SHAMBHUNATH SINGH
Designation		Principal
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
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR PUKRAMBAM BIRCHANDRA SINGH
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)	<a href="https://www.manipurcollege.ac.in/downloads/AQAR/AQAR_2018_2019.pdf">https://www.manipurcollege.ac.in/downloads/AQAR/AQAR_2018_2019.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.manipurcollege.ac.in/downloads/Academic-Calendar/Academic_Calendar_2019_20.pdf">https://www.manipurcollege.ac.in/downloads/Academic-Calendar/Academic_Calendar_2019_20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.60	2007	31-Mar-2007	31-Mar-2012
2	B	2.25	2014	14-Feb-2014	21-Feb-2019

<b>6. Date of Establishment of IQAC</b>	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
Induction ceremony	09-Jul-2019	1064

	1	
Internal assessment	26-Sep-2019 8	2664
Online Feedback Collection	25-Mar-2020 5	1283
<a href="#">View File</a>		

**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	2019 180	11937154.12
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. The Cell reaffirms the previous IQAC meeting resolutions to ensure better planning and monitoring of internal qualities pertaining to academic, curricular, cocurricular and assessment activities for the welfare of the learning community. The cell also endorsed the working of committee system as a tool for decentralized management (Date: 04/09/2019, Meeting Resolution)

2. IQAC approved Blood donation and cleanliness drive at JNIMS (JN Institute of Medical Sciences), and RIMS (Regional Institute of Medical Sciences) as a continuation of 10 years of its formation of IQAC with NSS cell of Manipur College. (Date: 04/9/2019, Meeting Resolution)

3. The cell shall continue the previous IQAC resolutions and reaffirms the Internal assessment in the college in consultation with the examination

committee. There shall be internal assessment week (September-October, 2018) which will be reflected in the academic calendar 2018-2019 (Date: September 18, 2019, Meeting Resolution).

4. The cell wishes a happy New Year 2020 to all the faculties and reaffirms the continuation of the working of committee system as a tool for decentralized management. The cell ensures better planning and monitoring of qualities through academic committee, examination committee, grievance committee and development committee, etc. for the welfare of the learning community of the new even semester (Date: January 30, 2019, Meeting Resolution)

5. The IQAC shall collect feedback from students and teachers through online mode to avoid physical contact due to covid-19. Feedback shall be forwarded to the different committees to understand the grievances faced by the learning community and to improve the quality in the next academic semester (Date: March 25, 2020, Meeting Resolution).

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

Plan of Action	Achivements/Outcomes
Introduction Ceremony	Orientation of the new academic session to the students
Unit Test (Odd Semester)	Completion of Unit test, feedback, remedial classes and its programme outcome
Unit Test (Even Semester)	Completion of Unit test, feedback, remedial classes and its programme outcome
Commencement of Online Class	New Even Semester Begins through semester
Online 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

2019

Date of Submission	03-Dec-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. Registration of applicant for admission in Undergraduate process is done through centralized online system initiated by Directorate of University and Higher Education, through online portal</p> <p>2. Selection of students and intake capacity according to their subject were done as per criteria of selection decided by the Admission Committee of the college and following the state reservation rules. the list of the selected students were uploaded in the college website</p> <p>3. The students management system was automated using MS Assess which considerably reduced the workload and increased the accuracy and efficiency of administrative process.</p> <p>4. Students Identity Card were generated from the student database management system</p> <p>5. Examination form submission were maintained in the management system</p>

## 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

Manipur College being an affiliated college ensures the transaction of the curriculum designed and developed by Manipur University in a well-planned manner. To operationalize the curriculum, the Academic Committee of the college prepares an academic calendar listing all the teaching-learning and evaluation activities to be carried out in the academic year. The commencement of the Academic session follows the directives of the Directorate of University and Higher Education, Manipur. A meeting of all HODs of the 14 Departments was convened by IQAC on July 3, 2019 prior to the commencement of the academic session. Proper planning is done by faculties for effective delivery of the curriculum. 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. The Direct Teaching-Learning Workload for every department is prepared with a minimum of 16 hours for Assistant Professor and 14 hours 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 who have started pursuing the programme in the college. 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. Different participatory learning activities like Individualized instruction, Programmed instruction, Project work, Field Study, Assignment, Practical and other learner-directed inputs are used to make the learning student-centered. Modern teaching aids like LCD projectors, smart boards, dust-free white boards are made available in the college for effective teaching. Departmental seminars are organized 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 is 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 organizing 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. Owing to the Covid-19 pandemic necessitated lockdown from March 24 2020 onwards, online classes were conducted using virtual platforms like Meet, Zoom, Teachmint, G-suite, etc. Teachers shared reading notes, e-books, etc. through Google Classroom, e-mail, WhatsApp, Telegram, etc. and these were also used to conduct class tests, assignments and practical examinations.

#### 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
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

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

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	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
BA	Geography	18/06/2010
BA	Mathematics	Nil
BA	Manipuri	18/06/2010

BA	General English	18/06/2010
BA	Regional Development (NER)	18/06/2010
BA	Environmental Studies	18/06/2010
BSc	Geography	18/06/2010
BSc	Mathematics	18/06/2010
BSc	Bio-Chemistry	18/06/2010
BSc	Chemistry	18/06/2010
BSc	Botany	18/06/2010
BSc	MIL (Manipuri)	18/06/2010
BSc	GEN (ENGLISH)	18/06/2010
BSc	Zoology	18/06/2010
BSc	Physics	18/06/2010
BSc	Environmental Studies	18/06/2010
BSc	Regional Development	18/06/2010

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

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

### 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
<b>No Data Entered/Not Applicable !!!</b>		
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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
BA	Geography	74
BA	Education	25
BSc	Botany	226
BSc	Zoology	338
<a href="#">View File</a>		

### 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

Manipur College has a feedback system in place to find out any lacuna in the academic sphere. Pertinent pointers are drawn from the feedback obtained from the stakeholders of the institution for the overall development of the college and to enhance the learning effectiveness. Feedback is collected from students of the college through questionnaire 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 focuses 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 vigor, 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	Economics	80	209	90
BA	Education	120	399	160
BA	English	80	442	90
BA	Geography	120	566	125
BA	History	80	64	46
BA	Manipuri	40	197	92
BA	Philosophy	40	43	26
BA	Political Science	120	546	126
BSc	Biochemistry	30	108	40
BSc	Botany	80	127	53

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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
2019	2664	20	75	0	12

## 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
75	75	78	7	6	805500
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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: 1:36 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
2664	75	1 : 36

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
75	75	0	0	41

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Keisham Nanao Singh	Assistant Professor	Outstanding Reviewer Award for Materials Research Express Journal, IOP Publishing
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ECO	6	10/05/2019	09/07/2019
BA	EDN	6	10/05/2019	03/07/2019
BA	ESL	6	10/05/2019	04/07/2019
BA	GEG	6	10/05/2019	03/07/2019
BA	HIS	6	10/05/2019	03/07/2019
BA	MSL	6	10/05/2019	06/07/2019
BA	PHI	6	10/05/2019	09/07/2019
BA	PSC	6	10/05/2019	02/07/2019
BSc	BCH	6	10/05/2019	01/07/2019
BSc	BOT	6	10/05/2019	09/07/2019
<a href="#">View File</a>				

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](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	Economics	29	12	41.38
EDN	BA	Educatations	72	40	55.56
ESL	BA	English	37	19	51.35
GEG	BA	Geography	137	73	53.28
HIS	BA	History	17	7	41.18
MSL	BA	Manipuri	13	6	46.15
PHI	BA	Philosophy	1	1	100
PSC	BA	Political Science	86	21	24.42
BCH	BSc	Biochemistry	49	27	55.1
BOT	BSc	Botany	91	61	67.03

[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/SSS.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
<b>No Data Entered/Not Applicable !!!</b>				
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)
National	Biochemistry	3	Null
National	Botany	1	Null
National	Economics	5	Null
National	Manipuri	2	Null
National	Political Science	8	Null
International	Political Science	2	Null
<a href="#">View File</a>			

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

Department	Number of Publication
History	1
<a href="#">View File</a>	

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
Effect of Age and Number of Seedling	K. Nandini Devi, Ganesh	International Journal of Current Mi	2019	0	Central Agricultural University, Impha	0

per Hill on Growth and Yield of Black Scented Rice (Oryza sativa L.) Variety 'Chakhao Poireiton' under Manipur Condition	Narayanl, K. Khamba Singh, M. Anandi Devi, Herojit Singh Athokpam and A. Dorendro Singh	crobiology and Applied Sciences			1-795004, Manipur College, Imphal-795008, Mayai Lambi College, Yumnam Huidrom, Imphal West, Manipur-795009, India	
Influence of Sowing Techniques and Seed Rate on Growth and Yield of Direct Seeded Rice (Oryza sativa L.) under Rainfed Medium Land Situation	K. Nandini Dev, Nilanjana Halder, Herojit Singh Athokpam, K. Khamba Singh, M. Anandi Devi and A. Dorendro Singh	International Journal of Current Microbiology and Applied Sciences	2019	0	Central Agricultural University, Imphal-795004, Manipur College, Imphal-795008, Mayai Lambi College, Yumnam Huidrom, Imphal West, Manipur-795009, India	0
Comparison of Energy Consumption for Different Sowing Techniques and Seed Rate of Direct Seeded Rice (Oryza sativa L.) under Medium Land Situation of Manipur	K. Nandini Dev, Herojit Singh Athokpam, K. Khamba Singh, M. Anandi Devi and O. Gojendro Singh	International Journal of Current Microbiology and Applied Sciences	2020	0	Central Agricultural University, Imphal-795004, Manipur College, Imphal-795008, India	0
REDISCOVERY OF ALDROVANDA VESICULOSA L. (DROSER	ROMITA DEVI NGANGBAM, NAOREM PREMITA	REINWARD TIA	2019	0	Manipur University, Imphal - 795003, Manipur	0

ACEAE), AN ENDANGERED PLANT, FROM MANIPUR IN INDIA AFTER SIX DECADES, WITH STUDIES ON	DEVI, MAIBAM HARIPRIYA DEVI, P. K. SINGH				College, Imphal-795008, India	
Development strategies of North East India: A study	A.Devidas Sharma	International Journal of Research and Analytical Review	2019	0	Manipur College, Imphal-795008, India	0
The Hill-valley divide syndrome in Manipur: Search for inclusive Development	A.Devidas Sharma	International journal of social science and economic research	2019	0	Manipur College, Imphal-795008, India	0
Socio-economic, environment and biodiversity conservation of Loktak Lake:A reality check	A.Devidas Sharma	Journal of Emerging Technologies and Innovative Research	2019	0	Manipur College, Imphal-795008, India	0
Understanding Growing Public Expenditure in Manipur, India	A.Devidas Sharma	International Journal of Research and Analytical Review	2019	0	Manipur College, Imphal-795008, India	0
China-India Bilateral Relationship: Changing dynamics of trade	A.Devidas Sharma	International Journal of Research and Analytical Review	2019	0	Manipur College, Imphal-795008, India	0
ARIBA MANIPURI	Dr PUKHRAMBAM	Leikol	2019	0	Manipur College, I	0



SAHITYA LEIMA CHINGKHEI THANB	NALINI CHANU				mphal-7950 08, India
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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
Effect of Age and Number of Seedling per Hill on Growth and Yield of Black Scented Rice (Oryza sativa L.) Variety 'Chakhao Poireiton' under Manipur Condition	K. Nandini Devi, Ganesh Narayanl, K. Khamba Singh, M. Anandi Devi, Herojit Singh Athokpam and A. Dorendro Singh	International Journal of Current Microbiology and Applied Sciences	2019	0	0	Central Agricultural University, Imphal-795004, Manipur College, Imphal-795008, Mayai Lambi College, Yumnam Huidrom, Imphal West, Manipur-795009, India
Influence of Sowing Techniques and Seed Rate on Growth and Yield of Direct Seeded Rice (Oryza sativa L.) under Rainfed Medium Land Situation	K. Nandini Dev, Nilanjana Halder, Herojit Singh Athokpam, K. Khamba Singh, M. Anandi Devi and A. Dorendro Singh	International Journal of Current Microbiology and Applied Sciences	2019	0	0	Central Agricultural University, Imphal-795004, Manipur College, Imphal-795008, Mayai Lambi College, Yumnam Huidrom, Imphal West, Manipur-795009, India
Comparison of Energy Consumption for Different Sowing Techniques and Seed	K. Nandini Dev, Herojit Singh Athokpam, K. Khamba Singh, M. Anandi	International Journal of Current Microbiology and Applied Sciences	2020	0	0	Central Agricultural University, Imphal-795004, Manipur College, Imphal-795008, India



Rate of Direct Seeded Rice (Oryza sativa L.) under Medium Land Situation of Manipur	Devi and O. Gojendro Singh					
REDISCOVERY OF ALDROVANDA VESICULOSA L. (DROSERACEAE), AN ENDANGERED PLANT, FROM MANIPUR IN INDIA AFTER SIX DECADES, WITH STUDIES ON MICROMORPHOLOGY AND PHYSICOCHEMISTRY OF WATER	ROMITA DEVI NGANGBAM, NAOREM PREMITA DEVI, MAIBAM HARIPRIYA DEVI, P. K. SINGH	REINWARD TIA	2019	0	0	Manipur University, Imphal - 795003, Manipur College, Imphal-795008, India
Development strategies of North East India: A study	A.Devidas Sharma	International Journal of Research and Analytical Review	2019	0	0	Manipur College, Imphal-795008, India
The Hill-valley divide syndrome in Manipur: Search for inclusive Development	A.Devidas Sharma	International journal of social science and economic research	2019	0	0	Manipur College, Imphal-795008, India
Socio-economic, environment and biodiversity conservation of Loktak	A.Devidas Sharma	Journal of Emerging Technologies and Innovative Research	2019	0	0	Manipur College, Imphal-795008, India

Lake:A reality check						
Understanding Growing Public Expenditure in Manipur, India	A.Devidas Sharma	International Journal of Research and Analytical Review	2019	0	0	Manipur College, Imphal-795008, India
China-India Bilateral Relationship: Changing dynamics of trade	A.Devidas Sharma	International Journal of Research and Analytical Review	2019	0	0	Manipur College, Imphal-795008, India
ARIBA MANIPURI SAHITYA LEIMA CHINGKHEI THANBI	Dr PUKHRAMBAM NALINI CHANU	Leikol	Nil	0	0	Manipur College, Imphal-795008, India
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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	0	14	0	0
Presented papers	1	2	0	0
Resource persons	0	2	0	0
<a href="#">View File</a>				

### 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
Plastic free Andro Campaign at the village of Andro	Rip Trip and NSS, Manipur College	1	34
Rally with playcards on dissipation of Awareness on water conservation, Blood donation and	Department of YAS, Manipur and SNO, Manipur	1	20

Afforestation as a part of NSS Golden Jubilee celebration			
Blood donation at Jawahar Lal Nehru Institute of Medical Sciences (JNIMS)	NSS, Manipur College	1	6
Blood donation in commemoration of World Blood Donor Day at MSFDS	National Health Mission, Manipur, Manipur State Aids Kontrol Society and Blood Bank and Transfusion Unit JNIMS	1	15
Blood donation at Jawahar Lal Nehru Institute of Medical Sciences (JNIMS) as part of National Voluntary Blood Donation Day	NSS, Manipur College	1	6
On Save the Resident birds of Manipur from their dwindling population, a Lecture by Dr Kh. Shamungou Singh	NSS, Manipur College	2	50
Observing 5th International Yoga Day at Manipur University	Physical Education department, Manipur University	15	12
Poster Campaign on Tobacco free school around colleges premises	Youth Initiatives Forum and District Health Society Imphal West	1	77
Voluntary Blood Donation and save blood for all as part of World Blood Donor Day observed at JNIMS, Porompat	National Health Mission, Manipur, Manipur State Aids Control Society and Blood Bank and Transfusion Unit JNIMS	1	24
Lecture cum demonstration on importance of Yoga	YUVA Bharat, Manipur	20	100
<a href="#">View File</a>			

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 !!!

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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
NSS programme	NSS, Manipur College	On Save the Resident Birds of Manipur from their Dwindling Population, a Lecture by Dr Kh. Shamungou Singh	2	50
Awareness on the importance of Yoga	Physical Education department, Manipur University	Observing 5th International Yoga Day at Manipur University	15	12
Tobacco free campaign in nearby locality	Youth Initiatives Forum and District Health Society Imphal West	Poster Campaign on Tobacco free school around colleges premises	1	77
Blood Donation Programme	National Health Mission, Manipur, Manipur State Aids Control Society and Blood Bank and Transfusion Unit JNIMS	Voluntary Blood Donation and save blood for all as part of World Blood Donor Day observed at JNIMS, Porompat	1	24
Awareness programme on Yoga and its importance to the Youth	YUVA Bharat, Manipur	Lecture cum demonstration on importance of Yoga	20	100
Environmental Cleanliness Programme	Rip Trip and NSS, Manipur College	Plastic free Andro Campaign at the village of Andro	1	34
Role of NSS towards society	Department of YAS, Manipur and SNO, Manipur	Rally with playcards on dissipation of Awareness on water conservation, Blood donation and Afforestation	1	20

		as a part of NSS Golden Jubilee celebration		
Awareness on Blood donation	NSS, Manipur College	Blood donation at Jawahar Lal Nehru Institute of Medical Sciences (JNIMS)	1	6
Blood Donation Programme	National Health Mission, Manipur, Manipur State Aids Control Society and Blood Bank and Transfusion Unit JNIMS	Blood donation in commemoration of World Blood Donor Day at MSFDS	1	15
Blood Donation Programme	NSS, Manipur College	Blood donation at Jawahar Lal Nehru Institute of Medical Sciences (JNIMS) as part of National Voluntary Blood Donation Day	1	6
<a href="#">View File</a>				

### 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
<b>No Data Entered/Not Applicable !!!</b>			
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
<b>No Data Entered/Not Applicable !!!</b>					
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
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participated under MoUs

No Data Entered/Not Applicable !!!

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## 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
2923249	2753665

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
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	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	19366	Nill	105	Nill	19471	Nill
Reference Books	763	Nill	2	Nill	765	Nill
Journals	4	Nill	0	Nill	4	Nill
e-Books	Nill	Nill	799500	Nill	799500	Nill
e-Journals	Nill	Nill	6000	Nill	6000	Nill
Library Automation	Nill	Nill	540	Nill	540	Nill
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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	Date of launching e-
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		is developed	content
<b>No Data Entered/Not Applicable !!!</b>			
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
<b>Total</b>	<b>40</b>	<b>3</b>	<b>40</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>14</b>	<b>8</b>	<b>0</b>

##### 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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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
136829899	127815993	2923249	2753665

##### 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 Scholarship Scheme for NER (National) Post Metric Scholarship for OBC students (Manipur) Post Metric Scholarship for SC students (Manipur)	590	4705500
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
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
<b>No Data Entered/Not Applicable !!!</b>					
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
<b>No Data Entered/Not Applicable !!!</b>		

## 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
<b>No Data Entered/Not Applicable !!!</b>					
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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
2019	50	Manipur College, Imphal	Nill	Manipur University, DM University, IGNOU,	MA, MSc and others
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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
NET	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nill	Nill	Nill	Nill	Nill	Nill
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 !!!
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5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!
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5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!
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### 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)?

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
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 faculties to pursue research and higher academic degree like Ph. D. and other higher qualifications. IQAC also encouraged the faculties to conduct minor and major research project in the next coming academic session
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.
Industry Interaction / Collaboration	IQAC initiates the process to start the third phase of Food Processing and Preservation Technology with training partner M/S Meira Foods
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
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.
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
Examination	During the Covid-19 pandemic online internal assessment were first conducted during the academic session 2020 under the guidelines of Manipur University. Similar process was also conducted for semester examination during the pandemic.

**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
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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	4	Nill	Nill	21
UGC Refresher Course	8	Nill	Nill	14
Seminars/Work shops/ Conference	16	Nill	Nill	Nill
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

No Data Entered/Not Applicable !!!

#### 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)

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.

#### 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	Null	Yes	Academic Committee
Administrative	No	Null	No	Null

#### 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	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Induction Ceremony	03/07/2019	Nil	Nil	1064
2019	Unit Test (Odd and Even Semester)	18/09/2019	Nil	Nil	2664
2020	Online Feedback	25/03/2020	Nil	Nil	1285

[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	
			Female	Male
<b>No Data Entered/Not Applicable !!!</b>				

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. Installation of LED lights 2. Use of eco-friendly electrical equipments like solar panel 3. Proposing to establish a solar power plant to meet the energy requirement of the institution during power cut 4. Start functioning of Environmental club

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 disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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ntages	local community				
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". <a href="https://www.manipurcollege.ac.in/downloads/A20Handbook.pdf">https://www.manipurcollege.ac.in/downloads/A20Handbook.pdf</a>

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.Regular plantation for greenery in the campus, 2. Single use plan campus, 3. Use of bamboo dustbins, 4. Rain water harvesting 5. Drainage to curb water logging 6.Students and teachers are involved gardening and planting 7. Initiative to make the campus horn free and 8. Tobacco free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

**BEST PRACTICES 2019-2020 A: First Best Practice Title of the practice:**  
**"STUDENTS SUPPORT AND HELPLINE DURING COVID 19 PANDEMIC"** Objectives: 1 To enquire mental, social and psychological effects of COVID-19 pandemic among the learning community 2 To assess stress and anxiety level of the student and to provide clinical counseling and psychological support with the help of state government authorities 3 Safeguarding the mental, emotional and physical welfare of students during their online classes. Context In the fight against coronavirus, due to the fact that the coronavirus is very contagious and the vaccine, which is the most important strategy in preventing the disease, was not yet available at that time colleges were shut down as conventional method of teaching and learning method was discontinued and adopted online method of teaching and learning. So, it's not surprising that parents, students and college personnel are all feeling stressed and overwhelmed. Continuing to hold classes online while simultaneously ensuring that students and families have the needed technological resources – or, in some cases, the absolute basics, such as enough food to eat – continues to be a team effort. Practice In order to reinsure students' community to avoid any kind of stress or panic during the prevailing situation vis-a-vis their studies and health related issues as the college confront with the covid-19 pandemic as per the direction of the UGC vide its letter no, F. NO1-1/2020(sec) dated 05/04/2020 and state implementation order OM No. 14(3)/10/2020-HE(Pt) dt: 16/04/2020. With the



following Key responsibility Areas a) Member of the counselling unit may take up necessary action by communicating HODs of every department so as to insure well-being condition of their faculties and students of their mental health, stress, panic and fear during the COVID-19 lockdown b) Any irregularities of students on their mental health may contact the helpline number of the counselling unit through telephonic or email to ensure further identification of mental well-being and other related mental health phenomena c) Students Support group may be regulated to monitor their classmates' grievances by providing necessary arrangement d) Sharing of mental health links and toll-free numbers to Manipur College Community by the coordinators of the Mental Health Counselling Unit and Students Support Group Evidence of Success Another benefit of establishing a relationship with families – and checking in regularly via phone or in person (during pandemic times) – is that students can get a better sense of the problems with which the families might be struggling. If they trust the helpline number and teachers, she says, they will be more likely to reach out if they need help addressing emotional or mental health problems or accessing vital resources such as food and shelter. Problems encountered and resources required One of the major changes to the student experience is that lots of lectures, classes and seminars have moved online. This can be tricky as it can be hard to concentrate and stay engaged for long periods of time over a video call and it turn out to be harder to clarify the things we find hard to make them understand when students are not physically present. As minimum fund is required, no problem of resource. B. Second Best Practice Title of the practice: "MONTHLY ONLINE TEACHING PLAN DURING THE COVID-19 PANDEMIC" Goal: The academic committee keeps its aim to monitor and uplift the course progress designs the monthly teaching plan format for timely completion of courses. The context: Due to various unavoidable and other circumstances the courses are not being able to complete in due time. For the complete benefit of students as well as for student centric teaching learning process 'Monthly Teaching Plan' is implemented. The Practice: For smooth implementation of curriculum and timely completion of the syllabus, Monthly Teaching Plan and course completion reports is being taken by Academic Committee and Monitors regarding completion of course curricula in due time. Evidence of success: ? Courses are being completed is due course of time by maximum faculties and ? maximum number of students are attending classes regularly and progressed in ? their result. ? Faculties are planning for remedial teaching if needed. ? Students are more interactive with teachers regarding courses curriculum.

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/BP.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

The IQAC, Manipur College, Imphal introduced the Societies/Clubs/Cells/ Forums after the first Covid-19 Pandemic lockdown.

Provide the weblink of the institution

<https://www.manipurcollege.ac.in/downloads/Criteria7/ID%202019200.pdf>

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

Future Plans of Action for the next Academic session 2020-2021 1. To apply for opening Integrated Teacher Education Programme (ITEP) for both Arts and Science Stream 2. To move the appropriate authorities to implement choice base credit system (CBCS) in the under graduate academic programme 3. To establish college specific learning management system (LMS) using MOODLE platform 4. To install

digital studio and to prepare e-contents of courseware of different faculties to create a repository of the institution 5. To start publication unit of the college