



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MANIPUR COLLEGE, IMPHAL

SINGJAMEI CHINGAMAKHONG (PISHUM)

795008

<https://www.manipurcollege.ac.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Manipur College, Imphal came into existence on 21st August 1958, situated at Singjamei Girls High School, as the third (private) college in the state. Initially, the college functioned as a Night College on the said school premises. In the year 1961, the college moved to its present location, after the Government allotted an area of 5.86 acres at the foothill of the Chinga Hill. Day shift was added to the then existing Night shift. In the beginning the college offered only Pre-University Course (Arts) affiliated to Gauhati University. In 1964, P.U.C in Science was opened. In 1965, Gauhati University granted approval for Degree Courses in Arts and in 1969 in Science. Consequent upon the establishment of Manipur University in 1980, the college got its permanent affiliation to the former. In 1968 the college became a grant-in-aid college and in 1978, it was converted into a full-fledged Government college. The college has come a long way since its inception. It has celebrated the golden jubilee in 2008. Previously, in March 2007, the college was accredited at 'B' level by National Assessment and Accreditation Council (NAAC) Bangalore. The accreditation has become a watershed in the history of the college. A marked and visible change is seen in every activity of the college since then. There has been a quantum leap in the number of students getting admitted in the college from 448 in the year 2006-07 to 1132 in the year 2011-12 and increased to 2509 in the year 2021-22. The Students' performance in the University examinations is showing improvement. The NAAC accreditation has put the college in the right track of progress. With the strong belief that it will move forward to achieve greater heights, the college has prepared the Self Study Report (SSR) for reaccreditation for third cycle.

Vision

To grow into Multidisciplinary study-centre for Academic Excellence

Mission

1. To produce competent graduates in the field of science, social science and humanities to meet the manpower needs of the country
2. To help our youths develop their potential to the fullest by cultivating right interests, attitudes, moral, intellectual, aesthetic, socio-economic values, in physical fitness and dissemination of scientific knowledge.
3. To foster among the students the attitudes and values needed for developing good life-styles.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Manipur College in its 64 years of existence has contributed immensely to the state in particular and the nation in general. Its former faculty members and alumni consist of former union minister, state minister, MLAs, social workers, professors, teachers, civil servants and many others. The college has its strengths and

weaknesses and prospects for further progress.

- The college is sandwiched between a hillock on the eastern side and a river on the western side. While the former shields the college from the crowded market, the latter keeps the busy traffic at bay. At the same time, being not far from the national Highway No.2, the college is also easily accessible for students from all over the state. Its ideal location has in fact, helped to provide a very peaceful atmosphere, very conducive for teaching-learning activities.
- The College has a regular principal since its inception and it helps to strengthen committee system to execute development work and to further facilitate teaching learning process.
- The college has been taking efforts continually towards creating environment consciousness among the students and the staff. The college has organized various awareness camps in the surrounding villages, organizes tree plantation programmes on World Environment Day, College Foundation Day which contributes towards conservation of environment and carbon neutrality.
- Admission process is widely publicized and transparent and online registration is done at Directorate level. The respective faculties synchronously counsel the fresher for their right selection of subjects combinations at the time of admission.
- Conducts induction/ orientation programme to fresher and mentoring for all students is done to mentor the students one to one in searching out their various problems, talents and future aspirations etc and facilitate to enhance teaching learning process.
- The college facilitates and has promoted research culture through its Research Committee. Budgetary allocation has been kept for students' research on interdisciplinary basis. The faculties have been publishing research papers regularly. A few faculties have visited and presented papers • The IQAC has significant contribution towards all round development of the college.

Institutional Weakness

The college does suffer from certain weaknesses which need to be redressed both by the college and the government

- Since the college has a number of old infrastructure till today, the infrastructure available at the college is not sufficient to meet all the modern teaching learning requirements. No extra classrooms are available at the college for the opening of new courses.
- As the land area is limited, there is insufficient space for any horizontal expansion. Boys Hostel is not available. There is also lack of parking space in the college. The toilet in the college facilities are not sufficient.
- The library could not be fully digitalized till this date. No single staff and librarian for the last 5 years. The concerned authorities pays no attention in this issue inspite of many repeated reminders.
- No green audit has been done yet
- No recognized research centre.
- Insufficient non-teaching staff at the administrative office; no regular chawkidar, or ministerial staff for many years inspite of repeated reminders.
- Insufficient Teaching staff, no replacement of retired teachers inspite of repeated reminders.
- No Guest house for the premier college.

Institutional Opportunity

Despite a number of weaknesses, the college has potential for further growth. There are some opportunities the college could develop on its own

- The library could be fully digitalized under one teacher-incharge or through a Library Advisory Committee
- More ICT enabled class rooms could be install in phase wise manner apart from the existing ICT enable classrooms.
- LMS Learning Management System through Moodle online learning system can be widden to introduce addon-courses for enrolled learners to increased technological skills.
- The college could added value oriented courses and skill oriented courses

- National/International linkages and collaborations with industries, other universities could be established for greater academic and research level excellencies under the Act East Policy of Union Government.

To improve the existing academic and infrastructural level of the college to a stage from where it can vie for Model College status

Institutional Challenge

Manipur, A little known small State of India, despite lots of progress it has made, is a trouble-torn state with a number of problems. Social unrest is one of the biggest challenges faced by the college. As the state comprises of different ethnic groups, each one tries to assert its demands and deploy a number of strategies to achieve their goals. Frequent bandhs, strikes, road blockade in the state due to poor law and order situation cause lots of disturbances in the smooth functioning of college affairs which could not acheived the minimum 180 working days as per UGC Regulations. The Connectivity is very poor as a broder state even though India is a large growing economy. Road connectivity is not to the standard mark. Frequent land slides occurs. Air connectivity is one major means of transport for academicians. No good publishers and distributers in the state. Learning community faced a lot of problems in getting books and references related to the national curriculum and other learning outcome based framework syllabus. Many students could not afford to purchase e-books and digital copies. Many Imagined aspirant students leave the state for higher studies. Rest of them continue their higher studies in such pre-literate infrastructure.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum is a combination of various programmes aimed to promote professional and personal development of the students. Curriculum planning is also a complex process involving the cooperation of various stakeholders. Manipur College as an affiliated college under the Manipur University has been an active member of curriculum planning at the university level.

Some of the members of the teaching faculty are members of the Board of undergraduate studies. Suggestions for improvement of curriculum are given in the meetings with the Professors of the university, and their views

have been incorporated and the syllabi

have been accordingly modified. The onus for implementing the curriculum lies entirely with the college. The institute takes utmost care in planning and implementation of the same. There are different institutional mechanisms available in the college for successful operationalisation of the curriculum. As the first step, the college prepares an Academic Calendar following the academic schedule of the university. All the departments and the faculty strictly follow the academic calendar both in letter and spirit. Teaching Plans are being prepared by individual teachers for effectively carrying out the curriculum. Issues that have social and environmental relevance are part of the curriculum. Students are provided enrichment lectures by the teachers themselves. The relevance of curriculum and the changes if any has been made possible from the feedback obtained from the stakeholders. As the semester system replacing the annual system is in its third year, there has not been any formal feedback obtained, as one batch of students is yet to pass out. Specific complaints or suggestions are yet to be received from the stakeholders.

Teaching-learning and Evaluation

The process of admitting students is transparent and the prevailing rules and regulations of Directorate of Higher Education and Affiliating Manipur University. are strictly followed. The college organizes counselling at the time of admission and induction programmes for the fresher, assesses the learning levels and stratified the students and provides remedial classes, extra tutorial classes for the weaker sections. The faculty has to prepare meticulous teaching plan and teacher's teaching diary, adopt students-centric pedagogy, hold regular class tests, sessional tests, problem solving etc. apply ICT where necessary, interact one to one. Innovative project works are allotted to students as per curriculum like in education department. Students' feed-back are collected, analyzed and necessary measures are adopted for any rectification. The college has qualified and competent faculties and timely recruit as per UGC/State Govt. Rules through State Public Service Commission. The faculties are encouraged and deputed for academic development programmes. The college disseminates the evaluation processes to the stake holders through meetings, displaying notices, adheres to the academic calendar and examinations are held timely, marks are displayed accordingly on the student notice board, transparent in evaluation as answer scripts are shown to the students and the grievances are redressed.

The Principal and the IQAC analyze the short falls in achievement of learning out-comes and take necessary measures. Attendance report is displayed in the notice board. The faculties and the authority adopt measures to ensure the regularity of the students,

The college has committee system to decentralise college administration and Reserach Advisory committee of both Arts and Sciences for promoting and directing research, recommends the faculty to undertake research projects. The researchers are provided library and laboratory facilities, remission of teaching work load. The researchers are allowed to attend conference, seminar etc. They are also felicitated for their achievements.

- The Principal and the IQAC make special efforts to reduce drop-out rate, increase progression of students in various programmes, increase pass percentage and on specified graduate attributes.
- The college has been always encouraging student participation in Inter College Week being organised by affiliating Manipur University events through Students' Union, inter-college events, publishing college magazine, wall magazine, hostel magazine and all types of state, national level sports, participation in NCC, NSS etc. The college has facilitated the students' participation in some academic and administrative bodies. Governance, leadership and management.

Research, Innovations and Extension

Manipur college is an under graduate college offering only UG degree in Arts and Science. Even though it is not a recognised research institute. to PhD degree over and above their normal classes. Despite being an Under Graduate college has three recognized research guides. Numbers of research papers published either in UGC listed or Care list are twenty four and number of edited volume or book chapters are five. Basic infrastructural facilities, library, 'Inflibnet' facility are made available in the college. Individual teachers have collaborated with other agencies in sharing research facilities.

The college, realising its social responsibilities, has been actively undertaking extension activities for the benefit of the society. Extension lecture programme were conducted by the teaching faculty. Teachers in their individual capacities, use their expertise in various extension activities, such as giving Talks in All India Radio, in various social and cultural issues and events etc. Environmental awareness, gender issues, community services have always been emphasised. Environmental club of the college has conducted programmes on environmental awareness, climate change, and tree plantation within and outside the campus. NSS volunteers and NCC cadets of the college have taken part in extension activities like visiting Children's Home (Children with special needs), participating in blood donation, conducting of social surveys etc. The college in close collaboration with Red Ribbon Club has organized programmes to spread awareness on HIV/AIDS. These activities have sensitised the students to the social issues and made them aware of their role in addressing some of the problems of the society.

Infrastructure and Learning Resources

With the construction of one-wing academic block in 1962, the college has literally grown by bits and pieces. Many new structures have been added to the existing ones. As there is limited space for horizontal expansion, steps have been taken for vertical expansion, replacing the old structures. New proposals for Academic, have been submitted to the Government and other funding agencies.

Library is an important component of teaching-learning activity. The college has a good collection of books and reference books College Library has 19471 books, 765 reference books Journals 4, e-books 799500, e-journals-6000. Library automation has been done with the installation of SOUL software. Computers with internet facility, printers and Xerox machines are set up for the benefit of the staff and students. The college has forty computers and three computer lab. Since the last accreditation, the college has been sufficiently equipped with IT infrastructure. Central Computer laboratory has been functioning since 2009. All the departments are provided with computers and internet facility. The ICT promotion cell of the college is imparting basic computer training to the teachers and students.

Student Support and Progression

Students are the focal point of any educational institution. The college takes utmost care in ensuring their holistic development. Slow learners are identified through class tests and unit tests. Remedial and tutorial classes are arranged for them. Teachers are available in the department for consultation and guidance. The

institution has career guidance and counseling cell. It offers guidance to students. on individual and collective bases. Since the college is only offering UG courses, students progression to PG courses are monitored, the total numbers of students progressed to PG courses are 50 in 2019. In order that students get gainful employment, the college conducts coaching under Service Entry schemes sponsored by UGC.

The teachers of the college are engaged in taking classes and by conducting mock

tests, in order to prepare them to appear competitive exams. Students' Union of the college plays an important role in imparting leadership training. The election of Students' Union has been regulated by the Director of Education and conducted by the college. The union together with the teachers participates in extension programme. They receive training in community living, social responsibility and promote good citizenry among themselves. Manipur College has been in the forefront in respect of sports and cocurricular activities. They actively participate in University, State and National level competitions. The college conducts social and cultural functions. Students of the college also participate in Youth Festivals, Cultural Programme organized by the University. The college continues to promote the overall personality development of the students, which is the mission of the college.

Governance, Leadership and Management

Manipur College being a full-fledged Government institute comes directly under the control and management of the Government. Nevertheless, the college enjoys a degree of autonomy in effectively planning and implementing the curriculum. Internal management is under the Principal. He has constituted a number of committees for the effective management of academic and administrative activities. He coordinates the academic and administrative activities in order to achieve the values spelt out in the vision and mission document of the college. Every member of the teaching and non-teaching staff extends his maximum cooperation to bring quality improvement in the college. Teaching and nonteaching staff are appointed by the Government. 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)The institute has made it a policy to depute the staff for training in concerned area in order to empower them. Faculty members are appointed as conveners of various committees and cells so that they receive leadership training. Teachers' participation in different activities and their personal academic achievement are monitored by and recorded in personal file and Self appraisal file in IQAC. In fact, Self appraisal file is documentation of all academic performance activities records that serves as the basis of placement to higher scale.

Institutional Values and Best Practices

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/download/s/A20Handbook.pdf>

Institutional Values

1. The college being situated in urban area very near to Indo-Mynmar International highway attracts first generation learners.

2. An institution pursues distinctiveness as a way of focusing to empower all its students by inculcating discipline, imparting punctuality, enhancing learning potential, emphasizing on acquiring physical mental strength, developing character and leadership so that they possess a broader outlook towards the society, have humanity and can do selfless and relentless service towards the society for their whole life.

3. Needless to say they are our proudest successes when the lesson learnt at college in class and outside it teaches them to stand on their own feet financially, emotionally and spiritually. 4. Sometimes teachers follow bilingual mode of instruction for the benefit of students. Student grievances if any are addressed promptly. The college conducts various activities to ensure student centric learning environment.

5. Field trips, inter-departmental activities are organized with collaborative support from other organizations to provide exposure to our rural students.

6. Students are encouraged to participate in co-curricular and extra-curricular activities on and off campus.

7. Sensitivity to the environment and eco-consciousness is fostered on our campus in every activity that is pursued.

8. The institute is committed to nurture students of extraordinary motivation and ability and prepare them for lifelong learning in an ever increasing, knowledge driven world.

BEST PRACTICES

(2020-2021)

1. Displaying of the name, photograph and grade of the topper of different semesters of the academic departments in departmental notice board after every term end examination

2. Faculty File management System in the IQAC

(2019-2020)

1“STUDENTS SUPPORT AND HELPLINE DURING COVID 19 PANDEMIC”

2“MONTHLY ONLINE TEACHING PLAN DURING THE COVID-19 PANDEMIC”

(2018-2019)

1) Village Adoption: Expansion of Langthabal as adopted village

2) Teacher-Student Interactive Session

(2017-2018)

1) Transparent admission policy

2) Transparent examination system

(2016-2017)

1. Committee System as Tool of Decentralization

2. GREEN AND CLEAN ENVIRONMENT CAMPUS

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MANIPUR COLLEGE, IMPHAL
Address	SINGJAMEI CHINGAMAKHONG (PISHUM)
City	Imphal
State	Manipur
Pin	795008
Website	https://www.manipurcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Waikhom Shambhunath Singh	0385-7962857	9863477231	-	iqac@manipurcollege.ac.in
IQAC / CIQA coordinator	Pukhrambam Birchandra Singh	0385-3566208	6009718566	-	pbirchandra@manipurcollege.ac.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	21-08-1958			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Manipur	Manipur University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	07-10-1980		View Document	
12B of UGC	07-10-1980		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SINGJAMEI CHINGAMAKHONG (PISHUM)	Urban	2.2091	3915

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Ba Manipuri	36	Higher Secondary Examination	English	190	189
UG	BA,Ba Philosophy	36	Higher Secondary Examination	English	40	7
UG	BSc,Bsc Botany	36	Higher Secondary Examination	English	80	49
UG	BSc,Bsc Biochemistry	36	Higher Secondary Examination	English	40	39
UG	BSc,Bsc Chemistry	36	Higher Secondary Examination	English	40	14
UG	BSc,Bsc Physics	36	Higher Secondary Examination	English	60	9
UG	BA,Ba Geography	36	Higher Secondary Examination	English	100	83
UG	BSc,Bsc Geography	36	Higher Secondary Examination	English	30	6
UG	BSc,Bsc Zoology	36	Higher Secondary	English	80	68

			Examination			
UG	BA,Ba Economics	36	Higher Secondary Examination	English	80	68
UG	BA,Ba Political Science	36	Higher Secondary Examination	English	120	118
UG	BA,Ba English	36	Higher Secondary Examination	English	80	53
UG	BA,Ba History	36	Higher Secondary Examination	English	80	23
UG	BA,Ba Education	36	Higher Secondary Examination	English	140	133
UG	BA,Ba Mathematics	36	Higher Secondary Examination	English	20	3
UG	BSc,Bsc Mathematics	36	Higher Secondary Examination	English	60	6

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				80			
Recruited	0	0	0	0	0	0	0	0	29	37	0	66
Yet to Recruit	0				0				14			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				24
Recruited	2	0	0	2
Yet to Recruit				22
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	2	1	0	3
Yet to Recruit				12
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	8	0	7	13	0	34
M.Phil.	0	0	0	3	3	0	7	4	0	17
PG	0	0	0	1	8	0	3	2	0	14
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	1	3	0	4	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1507	0	0	0	1507
	Female	1391	0	0	0	1391
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	60	72	92	75
	Female	48	27	38	40
	Others	0	0	0	0
ST	Male	52	36	39	39
	Female	46	26	41	44
	Others	0	0	0	0
OBC	Male	602	615	758	617
	Female	567	455	507	534
	Others	0	0	0	0
General	Male	793	762	940	703
	Female	730	621	703	612
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2898	2614	3118	2664

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Manipur University to which the college is affiliated has approved a new course structure of multiple entry and exit four-year degree programme from the academic session 2022-23 in which it provides room for students to opt a Core subject along Generic Elective subjects that can be selected by students as per their choice. The new course structure includes credit-based courses of value addition courses where a student has to choose eight courses each of 2 credit where most of the courses the offered by the college are in the area of community engagement and service, namely NSS, NCC, Youth Red Cross, Yoga, Sports, Culture, Ethics, Theatre, Nutrition and Fitness, Pottery, Handicraft, Healthcare, History of Science.
2. Academic bank of credits (ABC):	The college initiated to fulfil the requirement of Academic Bank of Credit as required by NEP by appointing a Nodal Officer, ABC, Manipur College to facilitate the students of the college to register in National Academia Depository for uploading their earned credits and due verification by verifying authority.
3. Skill development:	The course structure to be followed from the academic session 2022-23 has 2 (two) Skill Enhancement courses each of 4 credits in the Level 5 (Certificate Course) of the multiple entry 4 year degree course.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Integration of Indian knowledge system is a key point to focus and emphasize in terms of teaching in Indian Language culture using online course. The faculty will be trained by motivating to participate in orientation courses and faculty development program especially on Indian knowledge system come faculties are already sensitized through faculty development programs conducted by UGC and by participating in Seminar conferences and workshops.
5. Focus on Outcome based education (OBE):	Outcome based education is a well planned delivery by considering the result and providing actually what students want and providing needed skill and knowledge. Most of our faculty is engaged in university curriculum design committees BOS and Sub committees of the same. So faulty is prepared and aware about setting and designing the curriculum and delivery of Outcome based education.

6. Distance education/online education:

Outcome based education is a well planned delivery by considering the result and providing actually what students want and providing needed skill and knowledge. Most of our faculty is engaged in university curriculum design committees BOS and Sub committees of the same. So faculty is prepared and aware about setting and designing the curriculum and delivery of Outcome based education.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
150	150	150	150	150
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2898	2664	3118	2614	2505
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1375	1349	1475	1231	1300

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
666	737	635	482	472

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
69	75	82	73	76

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
80	80	80	80	80

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 27

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
45.77	68.38	77.31	76.86	52.15

4.3

Number of Computers

Response: 28

4.4

Total number of computers in the campus for academic purpose

Response: 28

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

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 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 is ready to introduce from the academic session 2022-23 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 college also prepared credit transaction for the coming academic session by interacting between faculties and students, and by 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 recorded online classes were also prepared for well delivery of the classes by using virtual platforms and MOODLE Learning Management System (LMS).

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Manipur College is affiliated to 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. 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 2. Induction programme for the new semester. 3. Commencement of classes 4. Unit test. 5. Collection of feedback forms. 6. Semester End

examinations followed by winter holidays. The date fixed by the academic calendar for various activities of the college is strictly adhered to. The facilities available in the college are also highlighted to the students in the 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. 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 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. 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/club/forums are given ample opportunities to catch up with the rest of the class. 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 a student is not satisfied with the university examination, 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.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 14

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

"Learning is for Freedom" is the motto of Manipur College, Imphal. It signifies the importance of Learning, Career fulfillment, Skill security and personal development. Gender, Equity and Empowerment through value is one of the components of all round development of an Individual. The main mission of the college is to develop Innovation and to achieve excellence in Higher Education. In concurrence with its main mission and vision, the college follows a curriculum as approved by Manipur University (the affiliating university) wherein several undergraduate programs incorporate in their respective courses crosscutting issues relevant to Gender, Environment and Sustainability, Human values and Professional ethics. IQAC take suggestions from all the 14 departments on how to deliver the course contents in full sprit and values to the students. The college encourages the students (female) by establishing Girls/women common room with many facilities like women sanitation including sanitary pad vending machine and incinerator, rest room, etc. The college makes continuous effort to instil human values in our students through NSS Unit I and II, Professional Ethics are also imparted to the students through NCC and Red Cross Activities. Values of Environmental and Sustainability are also encouraged through the Environmental Club of the college. Manipur College, Imphal integrates crosscutting issues relevant to Professional ethics, Gender, Human Values Environment and Sustainability through co-curricular and several extracurricular activities and extension activities through the different clubs, cells, for awareness and community welfare. The College provides awarness and fitness with Mini Gymnasium centre for

female students inside the college campus under the scheme "Bleed with Pride" of the University and Higher Education Health and Fitness Scheme, Government of Manipur.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.4

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 49.41

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 1432

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 92.84

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
947	1064	921	1244	1034

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1110	1130	1130	1130	1110

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 36.18

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
429	496	447	647	391

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Response:

Internal assessments like class tests and assignments are used to evaluate the academic performance of the students well before the end semester examination of the university. This is done to ascertain whether the students can grasp the key concepts being taught in the classroom. Students who are more advanced than their peers are encouraged with advanced academic content to keep them engaged in the subject even beyond the extent of the syllabus. Teachers extend unlimited support in the academic pursuits of promising students by giving them supplementary reading lists and access to online reading materials.

Under-performing students are assigned remedial classes and/or tutorials and considerable care is given to provide them the leverage required to perform better. Students who seem to lag are given extra attention and every effort is made to ascertain the nature of challenges faced by the student, be it academic or personal, and duly addressed. A separate tutorial class is also set up by the teacher on a need basis. Bilingual teaching learning in the class so that they can understand at par with advanced learners in the class. After the completion of one unit, the teacher may conduct a unit test to evaluate the subject knowledge of the students.

Students are encouraged to join various societies, clubs, cells, and forums of the college under the guidance of the teachers and also encouraged to write articles in the college magazine published every year. Active students are encouraged to participate and/or present at seminars or workshops to expand the knowledge avenue of academic research.

At the beginning of the academic semester, each student is assigned a mentor to interact in their difficult circumstances within and outside the classroom. Each faculty mentor is instructed for each student's mental health be addressed with utmost care. The mentor may also help to instil in the students, the spirit of competition and compassion for the environment and contribute to transforming our society.

File Description	Document
Upload any additional information	View Document

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

Response: 42	
File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Response:

The college is engaging different student centric learning methods to enhance their learning ability and skills and also facilitate knowledge development in students within and outside the classroom.

For experiential learning, students are allowed to perform experiments in their ingenious way during practical classes. They are encouraged to undergo summer intern or as a trainee to research institutions and also set up a workshop for interaction with the industrial technology centre for entrepreneurship after college. Study tours or field trips are conducted every semester as part of the syllabus for Botany, Zoology, and Geography and college as a whole to experience and enrich their theoretical learning through field observations or grass root understanding in an informal setting.

For participative learning, students are encouraged to actively participate in inter or intra-college extracurricular activities competitions either sports or quizzes or debates or essays, etc. Various departmental seminars are conducted to present papers and nurture research culture and also facilitate a new platform to share their knowledge or case studies or assessments of the political, social, and economic status of the state. Many students have contributed articles or poems to the college student magazine every year.

For problem solving, students are encouraged to think critically or think out of the box to find ways or solutions to real life problems. The students are given a problem-solving exercise in the form of brainstorming. Students are motivated to take up vocational training courses to have greater learning experiences and employability after college.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**Response:****Response:**

Manipur college faculty members make the best use of the ICT tools in the teaching-learning process in combination with the traditional mode of classroom teaching. The college provides up-to-date ICT infrastructure to teachers and students which is looked after by the Manipur College Educational Technology Cell. All the faculty members were given hands-on training for ICT at Synapx solutions. The use of ICT tools makes the teaching-learning process, communication, presentation effective and more interesting and student-friendly. The college campus is Wi-Fi enabled which helps the teachers and students to access the internet anytime whenever required. The college has ICT enabled smartboard touchscreen classrooms and also classrooms having projectors, laptops, and desktops as teaching aids. The college library provides access to various collections of books on academic subjects such as biological sciences, chemical sciences, physical sciences, literature, education, history, competitive exam, and so on. The library is partially automated using SOUL software (ver. 2.0) for Integrated Library Management System. The college subscribes to e-books, e-journals, and other open access resources like e-PG Pathshala, e-ShodhSindhu, etc. through N-LIST (National Library and Information Services) and also daily local and national newspapers. The library provides access to INFLIBNET to teachers and students to enable them to access e-resources for research or accessing information. The college provides MOODLE Learning Management System (LMS) which was established under the guidelines of the Directorate of University and Higher Education, Government of Manipur.

Owing to the Covid-19 pandemic necessitated lockdown, teachers take online classes using virtual platforms like Google Meet, Zoom, Microsoft Teams, Teachmint, G-suite, etc. Teachers share reading materials, notes, e-books, etc. through Google Classroom, e-mail, WhatsApp, Telegram, etc. and these are also used to conduct class tests, assignments, and practical examinations. Faculty members are adapting and making use of the ICT tools effectively as a blended mode of teaching and learning providing quality education to the students.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**Response:** 42:1

2.3.3.1 Number of mentors ?????????????? ???????

Response: 69

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

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

Response: 93.75

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 44.6

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
35	37	37	28	30

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

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 16.72

2.4.3.1 Total experience of full-time teachers

Response: 1154

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Response:

Manipur college is affiliated with Manipur University and the college is bound by the university rules regarding internal assessment. Internal assessment is evaluated by class tests and assignments to the weightage of 25% marks. The concerned department prepares the question papers with well-structured standard formats based on course outcomes (COs) for continuous internal evaluation (CIE).

The college ensures that students are aware of the internal assessments at the beginning of the session through the induction programme and that assessment will be transparent and robust mechanisms like punctuality of submissions, originality, or new ideas will be given additional points. They are also briefed in the classroom many days before the assessment to enhance transparency and innovative approaches while submitting assignments. Students are also encouraged to apply the theoretical classroom concepts to real-life situations/problems or the fields. The marks obtained by students were displayed on the notice board or college website. Students are encouraged to raise about any discrepancy found in the assessment which strengthens the relationships between faculty members and students. Each department under the leadership of the Teacher-In-Charge addressed the grievances raised by the students regarding CIE. Remedial or tutorial classes are also provided in various subjects for assistance to improve their performance. Owing to the Covid-19 pandemic, internal assessments were conducted on both online and offline mode making the use of ICT tools.

File Description	Document
Any additional information	View Document

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

Response:

Response:

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 is the weightage for 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 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 examination 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 college 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.

Owing to the Covid-19 pandemic, internal assessments were conducted on both online and offline mode making the use of ICT tools.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:**Response:**

Manipur College has prepared Program Outcomes (PO), Course Outcomes (CO), and Program Specific Outcomes (PSOs) for B.Sc., B.A., and M.Sc. programmes following the Manipur University guidelines with well-defined outcomes. The college faculty members are devoted to the course outcomes which is an integral part of the college vision, mission, and objectives which cover all aspects of student's life. The students are given awareness about COs, POs, and Program Specific Outcomes (PSOs) by faculty members at the beginning of each academic session and through the orientation programme. The students are also informed through the college website, prospectus, and classroom by the concerned departments.

The Learning Outcomes-based Curriculum Framework (LOCF) works toward a more holistic experience for the students in terms of securing their path towards higher studies and also applying the theoretical or practical classroom concepts on the application of knowledge to real-life situations/problems or the fields. The college encourages all the faculty members to participate in the faculty development programmes, refresher courses, workshops, and seminars to gain familiarity with specific course objectives and disseminate the course outline with details on objectives and learning outcomes that are connected to the course curriculum. Teachers are also members of syllabus committees of various courses at the Manipur University and thus the process of perception and enhancing the quality of teaching-learning outcomes is ensured. Sciences students or students involving practical classes are instilled in the importance of the tasks or experiments performed and the learning outcomes are manifested with the positive experimental results. Feedback and/or rectification and suggestions for improvements are given to ensure learning outcomes.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**Response:****Response:**

The college evaluates the attainment of student's Programme Outcomes (POs), Course Outcomes (COs), and Program Specific Outcomes (PSOs) through various methods for each academic year based on the previous academic performance for continuous improvement. The main objectives of the outcomes are to make students ready and equipped with the required set of skills for the chosen profession once they move out of college. The COs attainment of each student is evaluated through the performance in the CIE and

university examination against the maximum marks. The CIE consists of 25 marks and 75 marks for the university examination. The concerned department faculty members assess and record the performance of each student on each programme outcome and tutorials and/or remedial classes are given to under-performing or slow learner students for improvement. Based on the attainment of outcomes, efficiency, and effectiveness of the process of attainment of POs, COs, and PSOs concerned departments, staff council, academic committee, and IQAC are assessed by taking inputs from the suggestions and discussions taken in the meeting and decide the future course of actions.

Other evaluation methods/ approaches to the attainment of learning outcomes are whether students are involved in extra-curricular works like an internship, NCC, NSS, or active members in societies. Their performance is monitored by the concerned teacher-in-charge by their either in winning competitions or other performances to ensure that their learning outcomes are achieved. Another parameter to measure attainment of learning outcomes is through the progression of students to get placements in the professional job or government job or higher studies for post-graduation and research in the universities. The student satisfaction survey regarding feedback from students' teaching-learning process is also another approach to the attainment of learning outcomes.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 76.61

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
660	331	460	371	423

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
666	737	635	482	472

File Description	Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.23	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.33**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	10	4	2	6

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.07**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	1	1	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Plastic free Andro Campaign at the village of Andro	Rip Trip and NSS, Manipur College	
Rally with playcards on dissipation of Awareness on water conservation, Blood donation and Afforestation as a part of NSS Golden Jubilee celebration	Department of YAS, Manipur and SNO, Manipur	
Blood donation at Jawahar Lal Nehru Institute of Medical Sciences (JNIMS)	NSS, Manipur College	
Blood donation in commenoration of World Blood Donor Day at MSFDS	National Health Mission, Manipur, Manipur S Xontrol Society and Blood Bank and Transfus JNIMS	
Blood donation at Jawahar Lal Nehru Institute of Medical Sciences (JNIMS) as part of National Voluntary Blood Donation Day	NSS, Manipur College	
On Save the Resident birds of Manipur from their dwindling population, a Lecture by Dr Kh. Shamungou Singh	NSS, Manipur College	
Observing 5th International Yoga Day at Manipur University	Physical Education department, Manipur University	
Poster Campaign on Tobacco free school around colleges premises	Youth Initiatives Forum and District Health Societ West	
Voluntary Blood Donation and save blood for all as part of World Blood Donor Day observed at JNIMS, Porompat	National Health Mission, Manipur, Manipur S Control Society and Blood Bank and Transfus JNIMS	
Lecture cum demonstration on importance of Yoga	YUVA Bharat, Manipur	
Jal Shakti Campus , Jal Shakti Gram and Swachh Campaign	NSS, NCC Manipur College	
Educative Value of Documentary films by Haobam Paban Kumar (National Awardee)	NSS Manipur College	
On the role of youths and Students in combating Child Abuse and Human Trafficking, A lecture by Sobita Mangsatabam (a renowned Rights Activists)	NSS Manipur College	
Self Defence for Girls, lecture cum demonstration as part of Mission Sahasi at the college	ABVP, Manipur	
Interaction with Jiten Oinamba , the receipient of Yuva Puruskar 2019 in Literature	Manipuri and English Department of Manipur Colle	

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 29

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	11	4	14

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 5.71

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with

industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	527	63	231

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 1

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 1

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The infrastructure of the college is provided by the Department of Higher Education, Government of Manipur. The college has a campus area of 2.209 Acre in which build up area is 3915 Sq. meters, which caters to the infrastructural needs of the college and houses teaching – learning resources which have been gradually augmented, in order to meet the needs of the students.

In total, the college has 24 class rooms, 3 Seminar Halls, 1 indoor Stadium. Above these, there are one boys' common room, one girls' rest room, one girls' common room and one students' union room and one separate room for IQAC and NCC each. There is Canteen facility in the college campus. Also, there are 3 ICT enabled classrooms with projector and 12 laboratory rooms. There are separate washrooms and toilets for boys and girls inside the campus. There are two sheds for vehicles inside the campus.

In terms of computing equipment, the college has 51 desktop computers, 9 LCD projectors, 1 laptop, and 14 printers (two equipped with scanners), 2 copiers and 5 wall mount screens. There is a central computer lab in the college. The institute already initiated to move towards a paperless and more environment-friendly method of distribution of teaching materials through online mode and social media like the WhatsApp group and Telegram etc.

There is a separate building for the college library. The college library is well equipped with decent collection of books for regular use with all reference copies. The automation of the college library is in process with the SOUL software with version 2.0. There is a Digital Studio inside the library for teaching learning purposes.

File Description	Document
Upload any additional information	View Document

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

Response:

The institution, in keeping with its mission and vision, acknowledges the role and significance of sports and cultural activities in the overall character-building process of the students. Hence, the college encourages its students to participate in sports and cultural activities round the year. The college also encourages its students to participate in inter-college level sports and cultural meet to foster feelings of cooperation and fraternity.

The college actively participates in the Inter-College sports tournament conducted by the Manipur University. The college also conduct various sports and cultural activities within the college. The college has facilities for indoor and outdoor sports. The students of the college engage in outdoor sporting activities like cricket, volleyball, football, Basket Ball, athletics etc. There is a Basket Ball ground in the campus. The college has an Indoor Stadium which has facilities for various indoor games like Badminton, Table tennis, Multi Gymnasium etc. There is a separate physical fitness room for girls equipped with gymnasium and Yoga facilities. There are separate common rooms for boys and girls where the students of the college regularly play indoor games like carom, chess, Chinese Checker etc.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 40.74

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 65.98

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
18.2	29.2	65.2	60.2	44.2

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The college library is partially automated using Integrated Library Management System. The college has started using the SOUL software with version 2.0. However, the digitization of the college library is in process and yet to be fully automated. The College Library acts as a Knowledge Resource Centre. It is the essential and integral part of the college and it houses books (textbooks, reference books), competitive exam books etc. The Library has good collection of books on academic subjects viz. Manipuri, and English literature, Education, History, Political Science, Philosophy, Environmental Studies, Competitive Exam and so on. Library also subscribes to both local and national daily newspapers like Poknapham, Sangai Express, The Hindu etc.

There is a smooth system for delivering and collecting books. Reading space with table and chair is arranged inside the library for the convenience of the interested students and teachers. There are four computer sets with internet facility inside the library for accessing N-List.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 4.8**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
4.8	4.8	4.8	4.8	4.8

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 1.01**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 30

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The College continues up date the IT facilities inside the campus. An IT Nodal Officer is assigned to take charge the IT and IT enabled facilities in the college. There are 3 JIO Fibre connections of 100mbps, one in the IQAC room, one in the Library and another one in the administrative building. Jio net is available in each department. There is another facility of Broad band internet for BSNL. The college has an educational technology cell to look after IT facilities for teaching learning in the college. There is a digital studio actively working inside the library where videos of classes/lectures of faculties are recorded regularly to make available it in the website "library.manipurcollege.ac.in" so that the students can easily access

recorded videos/lectures and reading materials through this website. There is a central computer lab in the college where 20 computer sets are available with internet facilities to give internet access to the students to enhance teaching learning process. There are 3 computer sets with internet connectivity available only for using N-List. There is another computer lab attached to the Department of mathematics where computer practicals and Skill Enhancement Course are done. There are 3 ICT enable classrooms in the college.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 103.5

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

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 48.52

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
18.2	16.5	32.0	40.1	44.4

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

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.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 16.84

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
823	595	662	64	245

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.18

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: E. None of the above

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years**

Response: 0**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**5.2.2 Average percentage of students progressing to higher education during the last five years****Response: 23.12****5.2.2.1 Number of outgoing student progressing to higher education.**

Response: 154

File Description**Document**

Upload supporting data for student/alumni

[View Document](#)

Institutional data in prescribed format

[View Document](#)**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****Response: 0****5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

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

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The college has an Alumni Association registered under the Societies of Registration Act. 1860 (Manipur Act 1 of 1990), the Registration No. being 1398/SR/IW 2016 under the Name "The Manipur College Alumni Association" address at Manipur College, Imphal West District, Manipur. P.O. & P.S. Singjamei.

The details of the contribution extended by Alumni Association for the growth and academic development of the college in the last five years are:

1. Verbal feedback and brainstorming in respect to curriculum and teaching as per NEP 2020 and extension activities.

3. Participation of Alumni to the extension activities in adopted villages of Manipur College, Imphal

4. Provide support during Covid-19 pandemic Community Covid Care Centre.

5. Guidance and Counseling to the students about their future careers, placements and grievances.

6. The Alumni pursue the state authorities to look after the filling of vacancies in both teaching and non-teaching staff and as well as to provide adequate infrastructure.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The Vision

To grow into a multi-disciplinary study-centre for Academic excellence.

The Mission: 1) To produce competent graduates in the field of Science, Social Science and Humanities, in order to meet the man-power needs of the country;

2) To help our youths develop their potential to the full by cultivating economic values, in physical fitness and by disseminating scientific knowledge; and

3) To foster among the staff and students the attitudes and values needed for developing good life styles.

The vision and mission document of the institute imbibes the spirit of the college. At the time of its establishment, the college had a limited mission of providing a college education for those aspirants of the locality. It offered only P.U. Courses affiliated to Gauhati University. At present the college is a premier centre of college education in the state, with a wider vision and more meaningful mission. The college in its 64 years of existence has contributed immensely to the state in particular and the nation in general. Its former faculty and alumni consist of former Union Minister, State Ministers, MLAs, Social Workers, Professors, Teachers, Civil Servants, International Sportsmen etc. The mission of producing competent graduates in order to meet the man-power needs of the country has been greatly fulfilled. The institute continuously strives towards excellence to achieve the values embodied in mission and vision document. It is in line with these, the college wishes to be assessed and accredited by external agencies like NAAC in its 3rd Cycle. The college is trying to shift its pedagogical nature by introducing 4-year Integrated Teacher Education Programme (ITEP) towards a new dual degree multidisciplinary approach..

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

Response:

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.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution formulated the following strategic/perspective plan in an effective way:

1. **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 college also participated in the curriculum development of 4-Year Undergraduate Academic Programme with Multiple Entry and Exit. It is going to introduce from the current coming academic session 2022-23.

2. **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. 5) Learning Management System are also implemented through MOODLE. 6) The Academic

Committee developed Workload for every department as per UGC Regulation .

3. 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

4. Research and Development: The IQAC and the Research Advisory Committee (Arts and 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

5. 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.

6. 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

7. Admission of Student: Students are admitted into 1st Semester B.Sc. / B.A. classes strictly on merit basis. 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).

8. 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. The college is now under the process of e-office, Government of Manipur. SWAN (State Wide Area Network) have been installed to start government e-office.

9. 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. Office Automation is done partially under the guidance of Office of the Principal, Manipur College.

10. 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.

File Description	Document
Upload any additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment, service rules and procedures, etc.**Response:**

Manipur College, Imphal has a well-defined de-centralized organizational structure to coordinate the academic and administrative functions under the Directorate of University and Higher Education, Government of Manipur. All faculties are employees of the State Government and are transferable to any Government Colleges in the State. The Principal is Head of the institution who provides leadership skills and guidance in planning, organization and execution of all academic programs. The Directorate promote and protects the managerial skills of the principal office with dynamic support and participation. The Present Principal is the first Regular Principal Appointed by the Government through the recommendation of MPSC (Manipur Public Service Commission). Under his administrative skills committee system was expanded including Academic Committee of the college. The IQAC (Internal Quality Assurance Cell) functions as a Coordinating Body and Monitoring Cell to conduct evaluation of the teachers' performances with regard to regularity, punctuality, sincerity, accountability, teaching quality and commitment, etc. The IQAC looks after the sustenance and enhancement of the academic inputs and outputs. Clubs, Cells, Forums, and Societies were formed to manage various activities and functions of the college in a decentralized manner.

Service Rules, Promotion Policies, Performance Appraisal: The IQAC maintain PBAS files for each faculty. The Principal maintained the ACR (Annual Confidence Report) and forwarded to the higher authorities as a part of the Service rules and promotion policies. The Institution follows the service rules as per Manipur Government Rules. The teaching and non-teaching faculty have the benefits of GPF, NPS, Casual Leaves, Earned Leaves, Medical Leaves and Maternity leaves etc.,

Grievance Redressal Mechanism: The MCTA (Manipur College Teacher Association) provides grievance redressal mechanism as such - If a member of the staff (teaching or non-teaching) has a grievance, he or she may raise the matter with the Head of the department or the Teachers' Forum through official WhatsApp Group of MCTA and its executive body decides the gravity of the situation and the grievances is placed in the Official WhatsApp group of the College. If the staff member is dissatisfied with the result or if the grievance directly concerns the HOD of the department, the staff member may directly approach the Principal for the redressal of his/her grievance. And the issues are timely resolved. If the gravity of the grievance warrants an open discussion, a joint staff meeting or general body is called to discuss and resolve the issue promptly by MCTA or through Principal.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution offers many facilities for the welfare of the teaching as well as non-teaching staff. Leaves are granted to teaching and non-teaching staff for participating in professional development programmes as well as The Institution follows the service rules as per Manipur Government Rules. The teaching and non-teaching faculty have the benefits of GPF, NPS, Casual Leaves, Earned Leaves, Medical Leaves and Maternity leaves etc. The college encourages departmental seminars, workshops, symposia, field visit, etc for promoting academic and faculty development. The Manipur College Teacher's Association steps forward in providing financial support to its staff members and students if need arises.. Faculty members and non-teaching members are delegated to participate in the programmes organised by the government and other social organisations. The college has regular government welfare schemes like maternity leave and other service leaves permissible under the state government rules from time to time.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response: 29.21****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
26	28	27	23	5

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

The institution has a performance based appraisal system to assess the quality of the faculty where the teachers submit their self Appraisal along with supporting documents in a given format to IQAC in soft and hard copies. The files of every faculty are maintained at the IQAC room. These records are maintained in IQAC and are utilized in the preparation of the Annual Confidential Report and other academic and

administrative reports. At the beginning of each academic session, the teachers are allotted with their courses to be taught and number of classes by the HoDs. These are submitted to the Head of the department. The teachers submit their teaching plan to the HoDs as well as the IQAC. A teaching plan along with teaching certificate is also issued for every teacher.

The Head of Departments and IQAC ensures that the classes and courses are covered by the teachers duly along with submission of course completion certificate at the end of every semester. The students' feedback plays a significant role in ensuring the performance of the teaching staff. The Annual feedback collected by the IQAC is both quantitative and qualitative. The IQAC analyses the feedback statistically. Feedback reports are submitted to Head of the institution who in turn place them in the Governing Body for discussion and necessary action. These feedback reports also help in preparing the Annual Confidential Report of the teaching staff.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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 non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college has an efficient financial system to manage its day to day activities and to mobilise resources in an efficient manner. For its overall development, the institution applies to different bodies like state government, nongovernment, UGC, The institution has a well strategised resource mobilisation policy in place. Overhead charges from the research grants received from various government and non-government funding agencies.

A tentative budget is prepared for allocating funds to different heads like library, gymnasium, academic, building, sports, cultural development, Students' Aid, infrastructure etc. Admission committee decides the fee structure. All fees/fines collected by the college administration through bank challans are deposited under the respective heads of accounts. The institution has been acting as cashless campus since 2019-20. All payments are made through cheques or NEFT/RTGS/IMPS by the Principal of the college, subject to the approval of concerned committees. In circumstance cash payments are made. All the cheques are A/c payee, for maintaining transparency and smooth audit In case of any purchase, quotations are invited from established firms.

For purchased related to laboratory, payments are made only after delivery and receiving the satisfactory verification report from the departments. A Construction Committee and overall development committee is constituted by the Principal . to look after all construction related works. The plans and estimates of the constructions other than the constructions under PWD, Government of Manipur are prepared by the appointed Engineer of the College. For all constructions, tenders are invited from reputed construction firms. A comparative statement of the tenders is prepared by the said committee and as usual, the lowest bidder with requisite criteria is considered. However, the GB reserves the right tocancel the order without assigning any reason thereof.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC of the college has always put in its effort for the maintenance of quality and institutionalizing it. Some examples of best practices initiated at the behest of the IQAC are given below: For assurance of quality in classroom teaching and helping out the slow learners and promoting the fast learners; the IQAC had initiated the mentor-mentee system in each department of the college as per the NAAC Guidelines. Regular registers of the students are maintained in each department under whose mentorship they are availing guidance and necessary coaching to the students are given for the same. The mentors also assuage

the students in any kind of stress or pressure undergone by the mentee in relation to academics, for instance exam related stress.

At the behest of the IQAC, college introduced psychological counselling during pandemic period to provide psychological support to the students who undergo stress, or other socio-psychological problems. There is a Counselling and Placement cell in the college who addresses the issues of the students. It tries to mitigate the worries and stress of the students by providing them with psychological counselling.

At the behest of IQAC, arrangement for online feedback system is institutionalised from students, parents and alumni on the institution and curriculum. This is done to identify and understand the response of the stakeholders on the college teaching-learning, administration, infrastructure and the like. IQAC also maintains documentation of the various programmes and activities leading to quality improvement in the institution like NCC and NSS activities, seminars, research activities etc. Online Grievance Redressal system has been designed and maintained at the behest of IQAC Anti Ragging online portal is monitored by the IQAC

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC strives constantly with the following functions in accordance with the guidelines of NAAC: Development and application of quality benchmarks/parameters for various academic and administrative activities Facilitating the creation of a Lerner-centric environment conducive to quality education and faculty.

Arrangement for feedback response from students, teachers and alumni on the institution and curriculum Development of the mentoring system which promotes interactions between the student and the faculty members and helps in gauging the learning levels of the students and taking appropriate steps in this regard. Documentation of the various programmes and activities leading to quality improvement Development of quality culture in the institution through discussions with the teaching staff in staff meetings and meetings conducted with the heads of the departments. Preparation of Annual Quality Assurance Report (AQR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Previous Cycle:

To introduce more subjects to facilitate horizontal and vertical mobility of students. = The college have applied for opening 4-Year ITEP course under NCTE as a part of dual degree multidisciplinary Academic Programme.

ICT thrust in teaching and learning need to be further expanded.= Under the e-scheme of Directorate of University & Higher Education, Moodle Learning Management System have been install in a seprate

subdomain of the college website <https://www.online.manipurcollege.ac.in/>

Serious attention may be given to faculty development activities, particularly in latest pedagogy and e-content preparation = the college have started digital studio for online classes and recording of e-content under the subdomain <https://library.manipurcollege.ac.in/>

Expansion and augmentation of physical infrastructure particularly in student support areas=Proposal have been submitted to the concerned authorities for improvement of physical infrastructure.

Strengthening of Library resources=NList inflibnet access was provided for the last continuous academic years (2018-2022)

Systematic and effective Student counselling/Mentoring to meet national / global competition=The college have started mentoring the students. It was a best strategy during the Covid-19 Pandemic.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Female Dominated faculties. The performance of the college stands out for its distinctiveness in areas of the college having an active and vigorous female dominated workforce. This includes a women dominant faculty of twenty six (26) Regular faculties out of eighty two(82) faculties The Arts Stream comprises of twenty-three (23) females and twenty-one (21) males only whereas the Science stream comprises of twenty three(23) females and fifteen(15) males. The distinctiveness of the college lies in its female dominated workforce. Women clearly outnumber men in teaching positions. Consequently, all the Committees and Cells meant for administrative purpose are largely female dominated. Vice president and joint secretary of MCTA are also women faculties. In the committee system of our college, in environmental club all 10 members are women. So, the Heads of Departments of both Arts and Science stream disciplines six departments in arts stream head of department are women and two science streams. Woman in leadership positions in the college have done exceedingly well with their consensus building and collaborative approach. Women teachers in the college are eager learners too. With the gradual transition from paper centric approach to online culture, women have shown the readiness and willingness to learn. Within a short time, they have been able to develop digital skills needed to thrive and flourish in the modern education set up. Women teachers have also led student excursions and field trips to distant locations. Though confronted with work-life conflict, women teachers have never shied away from assuming responsibilities. On the other hand, they display exemplary dedication and sincerity in the discharge of assigned duties other than teaching. The female teachers have successfully handled and managed all the work related to the college. Having women at the centre of action has its own advantages in educational institutions. In dealing with the students women can bring their innate traits of compassion, sympathy and empathy. With their maternal instincts, women are better positioned to gauge the psyche of the students and deal with their problems. Women teachers in the college have proved to be excellent mentors and counsellors in dealing with multiple problems the students might be facing in their personal lives. Academic committee which is a driving force in teaching learning resources is headed by a woman. There is a women committee cell, Women complaint cell in the college created specifically to generate sensitivity and make the campus gender friendly. During the conduct of cultural programmes like Freshers, College Week or Youth festivals, women teachers have brought their individual talent and skills in training the participants to excel in their respective fields. Their motivation and relentless hard work have inspired the students to deliver their best in these competitions. Even the sex ratio in the student population is in favors of the girls. The female teachers prove to be better in dealing with relationship issues, sexual harassment etc.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Recycling wastewater can bolster local *water* supplies, improve *water* quality, save energy and reduce discharge and disposal costs of wastewater.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

Response: C. 2 of the above

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: E. None of the above

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Manipur college, Imphal strictly follows the reservation norms of state government to the enrollment of students. The college adopted the following practices to cater the students from various sections as follows:

-

- i. The socially-backward students like ST/SC/OBC (non-creamy layer)/Minorities are offered special

privilege for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college resources, State Government, UGC and Central Governments.

ii. The students who are economically weak but deserving to undergo to higher studies are given privilege for admission by offering them free education; a) if they are meritorious, b) under earn and learn scheme.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college has two units of NSS UNIT I, UNIT II, YRC Three units UNIT I, UNIT II and UNIT III and 13 Students clubs The college conducted a number of Programmes through the above functionaries about the Community Service, National Integration Camp, Extension Activities, Awareness Programmes, Outreach Programmes which promotes environment consciousness, social responsibilities, leadership qualities and citizenship roles. Under the initiative of the Directorate of University and Higher Education, many schemes related to Fit india campaign, Swachh Bharat Abhiyan campaign, Azaadi 75 years of Indian Independence , International Day of Yoga, World Environment Day, Self-defence for girls, etc.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

1. World Environment Day

2. World Bicycle Day
3. International Yoga Day
4. National Cleanliness Day

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Title of the practice:-

Displaying of the name, photograph and grade of the topper of different semesters of the academic departments in departmental notice board after every term end examination

2. The context that required the initiation of the practice:- It has been observed in past years that being a rural college the students don't have the motivation to excel in academics resulting in low percentage of high grade obtaining students even as the pass percentage is high. Thus the present practice was initiated to bring to fore the motivated students and their fruits of academic hardship so as to encourage the other students who are lagging behind. 3. Objectives of the practice:- The objective of the practice is to encourage the students of the institution to strive hard taking all their life problems in stride so as to be their very best in academics. 4. The Practice:- The academic departments display the names, photographs and grades of the toppers of different semesters in their departmental notice board as and when the term end examination result is declared by the university. Photographs are collected from the students for the purpose and if students are not able to provide a proper size photo the departments arrange the same from their fund. Some departments go even further and hold small felicitation programmes mainly for 6th semester pass outs. 5. Obstacles faced if any and strategies adopted to overcome them:- No obstacles faced as such regarding implementation of the practice. 6. Impact of the practice:- The impact of the practice is yet to be seen as it is started only this academic year but surely it has caught students attention and interest. 7. Resources required:- No special requirement in terms of resources is there for the implementation of the practice

Title of the Practice: Faculty File management System in the IQAC

1. Goal

Storing and maintaining Faculty records is a necessary aspect of running an Academic institution . There

are Directorate of Higher Education and and UGC regulations that mandate what information college should keep and for how long.

Understanding how to handle personnel files makes the process easier to manage by the IQAC at the time AQAR and SSR preparation. In this article, we will explain what a personnel file is, describe what documents to include, provide three key practices, give tips for document organization and answer frequently asked questions.

2.The Practice

All personnel files of all faculties are kept at IQAC room in department wise in the iron Book case. Generally, IQAC keeps personnel records in distinct categories for confidentiality purposes and ease of locating specific documents. A faculty personnel file is a compilation of Documentation of employment history, records of contribution and achievement, disciplinary notices, promotions, performance development plans, and much more, belong in a personnel file. The file serves as the historical record of information pertaining to an employee from their initial employment application through their date of separation.

3. **Evidence of Success:** It also makes easier to verification and validation of faculties's documents at the time of PBAS submission for CAS. Regularly reviewing and updating faculty files facilitate to identify the performance of the faculties in their academic performance for further improvement and quality subsidence. Regularly reviewing inactive files can help keep paperwork organized and safely maintained.

4. **Resources required:** A meager amount is needed to manage Personal files of all faculties. Response of the faculties is encouraging.

5. **Problem encountered:** Some underperforming faculties are found to be reluctant in the beginning, compiling and documentation some back years are found to be very challenging.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Students Club System

Manipur College is an ideal Institution in which Principal plays vital role with all powers and authority. However the Principal does not function in isolation. In the decision making process it involves

representatives of teaching and non-teaching staff of the college who are members of the different committees. While formulating major policies, the opinions of different clubs 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 clubs, society and forum 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. The college has thirteen clubs, society and forum. The societies/Club/cells will formulate Rules and function in coordination with IQAC, students will be eligible for membership of two only in addition to memberships of NCC, NSS and Red Cross Society. Students are encouraged to work in coordination with Teacher Advisor to disseminate various activities in the College.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Plans of action for Manipur College, Imphal are

1. To prepare the database of passed out alumni by career counselling cell of the college and track their progression.
2. To prepare alumni association website and link it with college official website.
3. To conduct a proper green audit of college campus.
4. To improve the overall status of cleanliness of the college and green audited campus.
5. To organize an international seminar in the college.
6. To adopt village by the college as a part of extension services.
7. To introduce online admission system.
8. To encourage students for self-learning through e-resources – NLIST, e-PG Pathshala, National Digital library, eGyanKosh, etc.
9. To extend more adopted villages in addition to the existing adopted village so that extension activities of social responsibility be expanded in different levels with the units of NCC and NSS
10. To upgrade modern teaching tools of ICT like smartboard, Projector, and use of teaching aids while teaching.
11. Renovation of existing physical infrastructure and maintenance of existing equipment.
12. To introduce Learning Management System (LMS) through Moodle
13. To strengthen Mentoring system
14. To introduce e-office and office automation
15. To introduce Digital Learning Repository
16. To extend inclusive and participatory teaching learning by establishing students' clubs
17. To upgrade college website for modern teaching tools of ICT and providing official email under college domain.
18. To apply for opening Integrated Teacher Education Programme (ITEP) for both Arts and Science Stream
19. To move the appropriate authorities to implement choice base credit system (CBCS) in the under graduate academic programme
20. To install digital studio and to prepare e-contents of courseware of different faculties to create a repository of the institution
21. To start publication unit of the college under IQAC.
22. To improve hygiene, sanitation and drinking water facilities inside the college campus
23. To effectively roll-out Community Service Responsibility (CSR)
24. To establish placement cell in the college campus to promote campus to corporate placement
25. To establish a Manipur College processed fruit outlet in the college canteen exclusively prepared by college students who have under gone Higher Education Vocational Courses on Food Processing and Preservation Technology
26. To introduce skills related Add-on/Certificate Courses.

Concluding Remarks :

1. To prepare the database of passed out alumni by career counselling cell of the college and track their

progression.

2. To conduct a proper green audit of college campus.
3. To improve the overall status of cleanliness of the college and green audited campus.
4. To organize an international seminar in the college.
5. To adopt village by the college as a part of extension services.
6. To introduce online admission system.
7. To encourage students for self-learning through e-resources – NLIST, e-PG Pathshala, National Digital library, eGyanKosh, etc.
8. To extend more adopted villages in addition to the existing adopted village so that extension activities of social responsibility be expanded in different levels with the units of NCC and NSS
9. To upgrade modern teaching tools of ICT like smartboard, Projector, and use of teaching aids while teaching.
10. Renovation of existing physical infrastructure and maintenance of existing equipment.
11. To introduce Learning Management System (LMS) through Moodle
12. To strengthen Mentoring system
13. To introduce e-office and office automation
14. To introduce Digital Learning Repository
15. To extend inclusive and participatory teaching learning by establishing students' clubs
16. To upgrade college website for modern teaching tools of ICT and providing official email under college domain.
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18. To move the appropriate authorities to implement choice base credit system (CBCS) in the under graduate academic programme
19. To install digital studio and to prepare e-contents of courseware of different faculties to create a repository of the institution
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22. To effectively roll-out Community Service Responsibility (CSR)
23. To establish placement cell in the college campus to promote campus to corporate placement
24. To establish a Manipur College processed fruit outlet in the college canteen exclusively prepared by college students who have under gone Higher Education Vocational Courses on Food Processing and Preservation Technology
25. To introduce skills related Add-on/Certificate Courses.

To entrust IQAC for monitoring and screening of proposals of faculties applying Performance Based Appraisal System (PBAS) for career advancement.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has select B. Any 3 of the above as per shared report by HEI.</p>																																								
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>947</td> <td>1064</td> <td>921</td> <td>1244</td> <td>1036</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>947</td> <td>1064</td> <td>921</td> <td>1244</td> <td>1034</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1110</td> <td>1130</td> <td>1130</td> <td>1130</td> <td>1110</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1110</td> <td>1130</td> <td>1130</td> <td>1130</td> <td>1110</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report for 2016-17 by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	947	1064	921	1244	1036	2020-21	2019-20	2018-19	2017-18	2016-17	947	1064	921	1244	1034	2020-21	2019-20	2018-19	2017-18	2016-17	1110	1130	1130	1130	1110	2020-21	2019-20	2018-19	2017-18	2016-17	1110	1130	1130	1130	1110
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2.1.2	<p>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p>																																								

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1375	1349	1475	1231	1300

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
429	496	447	647	391

Remark : DVV as made the changes as per shared report by HEI.

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**2.3.3.1. Number of mentors ?????????????? ???????**

Answer before DVV Verification : 75

Answer after DVV Verification: 69

Remark : DVV has made the changes as per HEI clarification.

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 1454

Answer after DVV Verification: 1154

Remark : DVV has made the changes as per metric 2.3.3

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

0	0	0	0	0
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Remark : HEI has not shared relevant supporting documents.

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	15	4	16

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	11	4	14

Remark : DVV has excluded days activities.

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	584	63	233

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	527	63	231

Remark : DVV has made the changes as per 3.3.3

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

18292520	2923249	8039431	6064330	4429905
----------	---------	---------	---------	---------

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18.2	29.2	65.2	60.2	44.2

Remark : DVV has converted the value into lakhs.

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
482450	482450	482450	482450	482450

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4.8	4.8	4.8	4.8	4.8

Remark : DVV has converted the value into lakhs.

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

4.2.4.1. Number of teachers and students using library per day over last one year

Answer before DVV Verification : 150

Answer after DVV Verification: 30

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
---------	---------	---------	---------	---------

18292520	2923249	8039431	6064330	4429905
----------	---------	---------	---------	---------

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18.2	16.5	32.0	40.1	44.4

Remark : DVV has converted the value into lakhs.

- 6.5.3 **Quality assurance initiatives of the institution include:**
- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
 - 2. Collaborative quality initiatives with other institution(s)**
 - 3. Participation in NIRF**
 - 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**
- Answer before DVV Verification : C. 2 of the above
 Answer After DVV Verification: D. 1 of the above
 Remark : DVV has made the changes as per shared by HEI.

- 7.1.4 **Water conservation facilities available in the Institution:**
- 1. Rain water harvesting**
 - 2. Borewell /Open well recharge**
 - 3. Construction of tanks and bunds**
 - 4. Waste water recycling**
 - 5. Maintenance of water bodies and distribution system in the campus**
- Answer before DVV Verification : B. 3 of the above
 Answer After DVV Verification: D.1 of the above
 Remark : DVV has made the changes as per shared bill but has not consider shared un-geotagged photo by HEI.

- 7.1.10 **The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**
- 1. The Code of Conduct is displayed on the website**
 - 2. There is a committee to monitor adherence to the Code of Conduct**
 - 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
 - 4. Annual awareness programmes on Code of Conduct are organized**
- Answer before DVV Verification : A. All of the above
 Answer After DVV Verification: C. 2 of the above

Remark : DVV has made the changes as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>75</td> <td>75</td> <td>82</td> <td>73</td> <td>76</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>69</td> <td>75</td> <td>82</td> <td>73</td> <td>76</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	75	75	82	73	76	2020-21	2019-20	2018-19	2017-18	2016-17	69	75	82	73	76
2020-21	2019-20	2018-19	2017-18	2016-17																	
75	75	82	73	76																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
69	75	82	73	76																	
2.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>18292520</td> <td>2923249</td> <td>8039431</td> <td>6064330</td> <td>4429905</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>45.77</td> <td>68.38</td> <td>77.31</td> <td>76.86</td> <td>52.15</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	18292520	2923249	8039431	6064330	4429905	2020-21	2019-20	2018-19	2017-18	2016-17	45.77	68.38	77.31	76.86	52.15
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45.77	68.38	77.31	76.86	52.15																	
2.3	<p>Number of Computers</p> <p>Answer before DVV Verification : 51</p> <p>Answer after DVV Verification : 28</p>																				
2.4	<p>Total number of computers in the campus for academic purpose</p> <p>Answer before DVV Verification : 51</p> <p>Answer after DVV Verification : 28</p>																				