



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

KHA MANIPUR COLLEGE

KAKCHING WAIRI PANJAO PALLUM

795103

www.khamanipurcollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Kha Manipur College, Kakching was established on the 27th July, 1966 under the sacrificing initiatives undertaken by the then local educationalists and social minded elders. It had been a college where 10+2 level of education was imparted in those days. The physical and mental support of the public and donations in kind or cash enabled the college to serve as a Higher Educational Institution (HEI) for the Southern Part of the Valley of Manipur and the Tengnoupal and Chandel Areas. It is situated at 24°30' and 39.8" N Latitude and 93°58' & 10.9" E Longitude at C.S. Dag No. 2005 under patta No. 56 (old) 454 (new) of 62 Kakching Wairi. The college was initially affiliated to Gauhati University, Assam as a Private College in 1966 and now it is affiliated to Manipur University from 1980. It has been granted permanent affiliation and included under 2 (f) and 12 (B) Sections of University Grants Commission (UGC). Located at Panjao Pallum Kakching Wairi at a distance of 45 km. from the state capital Imphal, The college became a full-fledged Government college on the 4th September, 1978 vide order No.1/3/78-SE and the college, as one of the biggest colleges in Manipur, has been playing a vital role in the development of higher education in the state. It is a coeducational Institution with English as the medium of instruction with the exception of Manipuri subject. . At present, the college is meant for 12+3 level education (three year degree course) with three streams of Arts, Science and Commerce and offers Honours in Manipuri, English, Education, Economics, History, Political Science, Mathematics, Anthropology, Botany, Chemistry, Physics, Zoology and Commerce. The B.Voc. Degree Programme under UGC in i) Food Processing and Engineering and ii) Tourism and Hospitality Management has been running since 2014-15. From July 2017, the Diploma in IT & ITES has been opened at the college. As per NAAC Executive Council Meeting held on the 16th December 2016, the college is accredited with B Grade in its Cycle I Accreditation.

Vision

The vision of Kha Manipur College, Kakching is "Education is Light".The institution aims to explore the hidden talents of the students. It stands for academic excellence, enrichment of skills and moral values and character formation so as to produce intellectually inspired youth to meet the global challenges. It encourages students to participate in social issues as responsible citizens. It aims to uplift the quality of youths for national development and integration.

Mission

The Mission of Kha Manipur College, Kakching is very clear and it is mentioned in its vision "Education is light. The main purpose of the institution is to give light to everybody by way of imparting knowledge i.e. education. The mission is not merely confined to imparting knowledge in the classrooms. It is a means of reinforcing values of love, compassion, equality and justice. The institution aspires to produce academically oriented, sensitive and responsible citizens for making our nation a better one. It aims to create and acquire relevant knowledge along with skills and global competencies and disseminate the same among the students. It strives to provide holistic education through relevant curricula, programmes and pedagogic innovations. It aspires to impart knowledge for overall quality development and for promoting communal harmony as well as for boosting national integration. It also tries to undertake research and innovation works contributing to the

creation of knowledge, skills and its application for sustainable development.

The College aims to cater Higher Education to all sections of the society specially weaker sections of Kakching District and other areas by providing a good infrastructure and a motivating environment. It inculcates the benefits of the universal, pluralistic and harmonious nature of our society. It supports the students for expressing their talent and creativity in academics, sports, culture, training and social fields. It tries to make the students complete individuals in their own right with a positive outlook towards life.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The College is a multi-faculty College opening 13 departments in 3 streams - Arts, Science and Commerce and offers B.Voc. Courses in two subjects — (i) Tourism and Hospitality Management (i) Food Processing and Engineering.
- The College is situated in the Kakching Headquarter of Kakching District in 25 acres with supportive avenues of infrastructure.
- The College was accredited Grade B with CGPA of 2.02 by NAAC in 2016.
- Diversity of students - where the General, Scheduled Tribes, OBC, Scheduled Caste and Minority students meet together at this centre of education
- Well qualified, experienced and dedicated staff
- Generating Revenue from agricultural lands
- A vast Football Playground which provides opportunities to Football lovers.
- Introduction of Public Contribution Series
- Conduct of Internal Assesment
- Institution of incentive awards including University Topper Award from the side of one Alumnus (Ksh. Shyamkeshwar Singh).
- Construction of stage of Multipurpose Hall out of donation of staff (One Day's Salary by every staff).
- Construction of one lady's Washroom out of contribution of staff (One Day's Salary by every staff).

Institutional Weakness

- Shortage of teaching, non teaching and technical staff and low sanctioned posts.
- Absence of Staff Quarters
- Lack of research grants from Government / Non Government funding agencies.
- Lack of Collaborations and Consultancy
- Shortage of funds for well equipped laboratories and Computer systems.
- Inadequate canteen facilities
- Less number of Toilets / Lavatories / Washrooms.
- Lack of financial support to faculty members attending Conferences /Workshops/ Seminars / FDPs
- Lack of Placement Opportunities to students within Campus
- Not an upto-date Library

Institutional Opportunity

- Vast area of land and so, ample opportunities to expand more infrastructure as well as to introduce more subjects and courses of study.
- Great opportunity to provide quality education to all sections of society.
- Fields of other sports, like Hockey, Cricket etc can be constructed in the vast areas of playground.
- Opportunities to become an autonomous institute.
- Renovation of Botanical Garden for "Green Mission " goal as well as best practice "Go Green Save Water".
- To increase the activities of various, functionaries/committees/clubs of the College
- Opening of a IGNOU centre in the near future.
- A green campus, a green gateway

Institutional Challenge

- Difficulty to create infrastructural & research facilities for self financed courses.
- Difficulty to take up MRPs and other projects from the UGC
- Difficulty to improve library system to cope with fast changes in the global library situation
- To strengthen Alumni Association
- To focus on consultative and collaborative activities.
- Less number of staff

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Kha Manipur College, Kakching is affiliated to Manipur University. This institution, therefore, follows the regulations and curriculum adopted by Manipur University. The College follows semester systems as per the scheme of this University and offers B.A./B.Sc./ B. Com. General and Honours courses. The college also offers. B. Voc. Courses into two disciplines, namely (i) Tourism and Hospitality Management and (ii) Food Processing and Engineering. IT & ITES Programme has been introduced in 2017. During the Six semester (3 year) Degree courses in Arts, Science and Commerce, The college provides ample opportunity and motivation to the students for academic improvement and personality development programmes. The objectives envisaged in this Curriculum designed and developed by Manipur University and the stated Mission, Vision and

Objectives of the college are complementary.

Literary programmes including recitation, extempore speech, debate, Quiz Competition, film appreciations, study tours, excursions etc. ensure the personality development, recreative exposure and stage performance, Career counselling is imparted to the students from time to time. All the staff and students are engaged in the participation and performance of several curricular, co-curricular and extra curricular activities as well as observances of important State, National and International days.

IQAC (Internal Quality Assurance cell) of the college plays the vital role in ensuring effective and coordinated curriculums delivery. It prepares Academic Calendar every year in compliance with the academic schedules of Manipur University

Teaching-learning and Evaluation

Kha Manipur College, Kakching focusses on holistic intellectual, social, emotional and aesthetic development of students. The institution adopts the student centric method of learning. Right from admission, the college follows well administered and transparent procedure. Final selection of students is done by counselling of the applicants for every stream. Student Induction Programme is organised shortly after the commencement of academic session.

The Academic Calendar framed by IQAC is strictly adhered to. Attendance of students is strictly monitored and recorded in every class. It is also written boldly in visible walls that 75% Attendance is compulsory, wearing of college uniform is mandatory etc. For the convenience of organising extracurricular activities, Annual Calendar of the college is also planned.

College Week is also observed normally in the month of February or March every year. Annual Sports Meet, Literary Meet (specially, Quiz and debating Competition), Annual Freshers' Meet, Arrangement of Excursions are common features of the College week. Internal examination, Study Tours, Field Trips are conducted based on the syllabi. Departmental Seminars / Webinars are also encouraged. In this way, the college catered the educational needs of the students belonging to different streams, different communities and different cultures. Indeed, this college is a sharp example of "Communal Harmony in a Higher Educational Institute"

Teachers are encouraged to participate in Regional, National and International Seminars in their respective areas of studies and new information gathered from such are disseminated to all concerned students,

Research, Innovations and Extension

Kha Manipur College, Kakching has continuously been trying to strengthen research and extension activities for its qualitative progress. At present, the college has 56 teaching faculty members out of them 19 are Ph.D. and 4 Ph.D. Supervisors. The IQAC along with Research Committee of the College has resolved to publish Academic Journal of the college every year to encourage teaching and learning community to work harder in the field of research, innovations and consultancy. Students have constantly been encouraged in departmental seminars as well as in college programmes to develop a scientific and innovative temper and research culture through assignments, study tours etc.

The extension activities have been taken by both staff and students mainly by NCC and NSS Units. The staff of

the College, on the 17th December, 2020, organised One Day Poster Rally Campaign in the main streets of Kakching thereby giving an important message to the public to stay away from Corona disease. The rally was accompanied by placards with the following slogans

1. Wear mask properly
2. Frequently wash hands with Soap
3. Maintain a distance of Minimum Six (6) feet.

The slogans were written in English, Meitei Mayek and Bengali scripts too. IQAC along with Students' Union of the College donated food items to Orphanage homes and homes of destitute women during the wee hours of Covid 19 Pandemic. The NCC Unit and two NSS units have also been playing important roles in the extension activities. One student of NCC Cadet of the College participated in the Republic day parade in New Delhi in 2020. NSS units also organised mass cleaning programmes as well as Vaccination festival of NSS Programme with the theme "Unite to Fight Corona".

Infrastructure and Learning Resources

Kha Manipur College, Kakching occupies an adequate area of land. The campus area is 25 acres out of which 9646.30844928 sq. m. is the built up area. The various departments in Arts, Science and Commerce streams are located in separate blocks. There are 51 classrooms with whiteboards, 3 Smart board room, 5 laboratory rooms (one each of Anthropology, Botany, Chemistry, Zoology and Physics).

The institute has one Fitness Centre, one Swimming Pool, one Indoor Hall, one Multipurpose Hall, one Digital Recording Room two Conference Rooms, a Library, two women's Hostel, one Boys' Hostel, two Quarters for Chowkidars and one Canteen. There is also a vast playground mainly for Football purpose. The remaining areas are utilised as agricultural portions which are leased to local cultivators on lottery system. There is one Botanical Garden the area of which is 2536.252992 sq.m. The Botanical Garden has recently been renovated to boost our best practice "Go Green Save Water"

The Administrative Block (A- Block) has an area of 349.50123648 sq.m. and consists of (i) Principal's Office Room (ii) IQAC Coordinator's office Room (iii) IT Nodal officer's office (iv) Computer Operator's Room (v) Cashier's room (vi) Admission section (vii) Examination section (viii) IQAC Conference Hall and (ix) Digital Recording Room (x) 5 Classrooms.

The College is planning to establish IGNOU Centre for distant education with some subjects in Arts and Commerce. There are 18 desktops Computers which are in fully working condition.

The infrastructural and academic facilities are utilised in optimum capacity for academic and extension activities. The Multipurpose Hall and Playground are provided to the outside agencies for their extension activities.

The College Library has 20,000 (Twenty Thousand) different text and reference books along with daily newspapers and periodicals. There is one desktop computers and a Xerox machine in the Library. Integrated Library Management system (ILMS) is partially automated and the software is used for database management. The library software is upgraded and the library is in the process of full automation in using Web-

version 4 KOHA software.

The Library also has an advantage in Membership for N List (for E books and E Journals). The college is also trying to improve working conditions and building of the Canteen.

Student Support and Progression

Majority of the students are drawn from SC/ST/OBC/ Minority and economically weaker sections. The institution provides the facility of Scholarship from the Government like Post Matric SC/ST, ISHAN UDAY etc. The College has a strong student support systems to develop leadership and skills. There is Students' Union for every year consisting of 8 students led by General Secretary. These 8 students are the representatives of the students. They organise Annual College Week, Annual Sports Meet, Literary Meets, Debate / Quiz, Internal and External Excursions are organised. There is also one NCC unit in which the students can get certificates They can participate in the Republic Day Parades. For example, One student namely Yengkhom Purnima Singh participated in Republic Day in New Delhi in the year 2020.

The College has been instituting incentive awards for the position holder students since the year 2014. These awards have been given to all position holders of 13 departments in the B. A. /B. Sc. /B. Com. 6th Semester Examinations. Besides these incentive awards, One alumnus introduce University Topper Award in any subject in the year 2021. The college has an Alumni Association which plans to conduct many valuable programmes from time to time.

The college students are encouraged to participate programmes like tree plantation, mass cleanliness drive including picking up of plastic items, papers, cloth wastes and dusts from the main roads as well as public ponds and playgrounds. They are also guided by IQAC in undertaking social service programmes as well as research and innovative initiatives.

Governance, Leadership and Management

"Education is light" is the Vision of the college. The Mission is very clear with this vision. With a well defined Vision & Mission Statement, the institution practices decentralisation and participative management in academic and administrative activities. The College became a Govt. college in 1978.

Since then the college is being run under the supervision of the Directorate of University and higher Education, Government of Manipur with the Principal as the head of the institution. A combined team of Principal and 13 (thirteen) Heads of departments of the College takes active role in designing and implementation of its quality policies and plans.

The administration of the College is decentralised. The Heads of Departments are entrusted with the responsibilities including admission of students, estimating the developmental works of the departments, requirements of additional staff, as well as monitoring of the daily classes and other academic activities. In the same way the various bodies are entrusted with their respective work areas and the principal acts as chairperson of all of them

Moreover, IQAC plays an important role in the quality boost of all academic and infrastructural developments. IQAC in consultation with HODs prepares academic calendar for every academic session and the college

strictly follows on that calendar. IQAC plans for the development of quality parameters for various academic and administrative activities, IQAC conducts internal examination as well as academic audit of student of each department.

Institutional Values and Best Practices

The Institute has two Best Practices for the year 2020-21:

1. Public Contribution and Its Impact on Teaching-Learning Process
2. Go Green ! Save Water !

The first best practice is based on the PPP model initiative of the Government of India. The institution , just from starting, has been in constant touch with the public. The public of Kakching donated 25 acres of land for the college campus. The local Educationists became frontrunners in the establishment of an institution of higher education. They introduced the vision of the institute, "Education is Light." The local people also came forward and shared in the contribution of construction of college building in the form of cash and materials whatever they can. In recent years, some local people took initiatives in the institution of incentive awards with cash prizes and certificates to be presented to the position holder students of the college in their final year University examinations. IQAC has been contacting interested public to be a part of the college and also to make help in boosting the morale of the students.

The second best practice is "Go Green Save Water"

In the wake of problems, issues and challenges with regard to Global Warming, the College has continuously been campaigning for mass awareness / sensitization of a Green Mission programmes. Based on the clear objectives of Plastic free and minimal waste, protection of biodiversity and Self Sustainability in all round areas becomes a must. The College has organised One Day National Seminar on this one issue on the 23rd January, 2021. The institution has also introduced Green Campus and Rainwater Harvesting initiatives. Keeping in view of all these, the institution has chosen the following as our Best Practice "GO GREEN AND SAVE WATER."

The institution plans to renovate Botanical Garden of the college for the purpose of education and research.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KHA MANIPUR COLLEGE
Address	Kakching Wairi Panjao Pallum
City	Kakching
State	Manipur
Pin	795103
Website	www.khamanipurcollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Prof. Y. Sunitibala Devi	03848-261223	9436020231	-	principalkmc10@gmail.com
IQAC / CIQA coordinator	Kshetrimayum Joykumar Singh	091-9378117460	9378117460	-	kshetrimayumjoykumar6@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	27-07-1966

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	30-06-1980	View Document
12B of UGC	12-09-1988	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
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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	Kakching Wairi Panjao Pallum	Urban	25	9646.308

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	BSc,Anthropology,Anthropology Hons.	36	higher secondary examination passed	English	70	62
UG	BSc,Botany, Botany Hons.	36	higher secondary examination passed	English	100	47
UG	BSc,Chemistry,Chemistry Hons.	36	higher secondary examination passed	English	100	14
UG	BCom,Commerce,Commerce Hons.	36	higher secondary examination passed	English	50	38
UG	BA,Economics,Economics Hons.	36	higher secondary examination passed	English	70	50
UG	BA,Education,Education Hons.	36	higher secondary examination passed	English	70	14
UG	BA,English,English Hons.	36	higher secondary examination passed	English	70	38

UG	BA,History, History Hons.	36	higher secondary examination passed	English	70	14
UG	BA,Manipuri ,Manipuri Hons.	36	higher secondary examination passed	English,Engli sh + Meitei/ Manipuri	70	30
UG	BSc,Mathem atics,Mathem atics Hons.	36	higher secondary examination passed	English	70	2
UG	BSc,Physics, Physics Hons.	36	higher secondary examination passed	English	35	14
UG	BA,Political Science,Polit ical Science Hons.	36	higher secondary examination passed	English	363	363
UG	BSc,Zoology ,Zoology Hons.	36	higher secondary examination passed	English	100	68
UG	BVoc,Touris m And Hospitality Management, Three Year Degree Course	36	higher secondary examination passed	English	30	17
UG	BVoc,Food Processing And Enginee ring,Three Year Degree Course	36	higher secondary examination passed	English	30	8

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	1				13				46			
Recruited	0	1	0	1	10	3	0	13	26	20	0	46
Yet to Recruit	0				0				0			
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						4
Recruited	4		0		0	4
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						11
Recruited	4		7		0	11
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
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	1	0	1	1	0	8	8	0	19
M.Phil.	0	0	0	4	1	0	8	6	0	19
PG	0	0	0	0	0	0	0	0	0	0
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
	0	0	0	0	0

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	1679	0	0	0	1679
	Female	1269	0	0	0	1269
	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	270	225	212	189	
	Female	216	227	217	193	
	Others	0	0	0	0	
ST	Male	96	97	113	174	
	Female	146	122	135	173	
	Others	0	0	0	0	
OBC	Male	203	195	230	221	
	Female	174	196	162	147	
	Others	0	0	0	0	
General	Male	44	44	50	37	
	Female	30	19	15	12	
	Others	0	0	0	0	
Others	Male	18	0	0	32	
	Female	7	0	0	9	
	Others	0	0	0	0	
Total		1204	1125	1134	1187	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	i) The institution organised One Day Sensitization Programme on National Education Policy – 2020 on Saturday, the 2nd January, 2021 at 11.30 a.m. at the Multipurpose Hall of the College with Prof. N. Rajmuhon Singh of Manipur University as the main Resource Person. All staff were present. ii) The institution organised "One Day Sensitization Programme on NEP-2020: Higher Education" on Monday the 12th April 2021 at 10.30 a.m. at Multipurpose Hall under the sponsorship of Directorate of University and Higher Education, Govt. of Manipur.
2. Academic bank of credits (ABC):	The academic bank of credits (ABC) has been envisaged to facilitate the academic mobility of the students. Since the institution is a Govt. college affiliated to Manipur University, the institution has to maintain ABC as per norms of Manipur University and Govt. of Manipur.
3. Skill development:	The vision of the college is “Education is Light”. The college has a vision to empower the youth through the set of vocational, employable and entrepreneurial skills provided to them at different stages of training and education. The college offers two vocational courses namely B.Voc. Food Processing and Engineering and B.Voc. Tourism and Hospitality Management. The college has feasibility to open new vocational courses in yoga, fishery, agriculture and local ethnic skills like Pung, Pena, Moibung, Khongjom Parva, Khunungishei etc.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Language learners are also culture learners. Culture plays a crucial role in language education as it motivates students in the enhancement of better communication. The teaching of culture has been intertwined with the teaching of languages, at times more closely than others. Institution has chalked out plan to open IGNOU centre so that we may have an appropriate integration of Indian knowledge system as our students are from multi-cultural and multilingual communities.
5. Focus on Outcome based education (OBE):	Outcome based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system. In the teaching-learning process we give emphasis on

	the characteristic of outcomes based education.
6. Distance education/online education:	<p>Distance education also known as distance learning is the education of students who may not always be physically present at an institution as day scholars. Today, it usually involves online education. Moreover, during COVID-19 pandemic, where offline classes are not allowed to perform, institution offer online classes via. Moodle, Zoom and Google-meet platforms.</p>

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
206	206	206	206	206
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
15	15	15	15	15

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1080	919	827	649	604
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
1080	919	827	649	604

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
650	532	514	540	404

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
32	32	32	32	32

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
32	32	32	32	32

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 52

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
44.06	44	42	40	40

4.3

Number of Computers

Response: 18

4.4

Total number of computers in the campus for academic purpose

Response: 1

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:

Kha Manipur College, Kakching ensures effective curriculum delivery through a well-planned as well as documented process which has relevance to the local/regional/national/global developmental needs. The institution is affiliated to Manipur University and thus strictly follows the curriculum prescribed by the University. The institution takes great efforts to achieve academic excellence and professional competency by adopting several effective measures. Apart from the B.A./B.Sc./B.Com. General and Honours Courses, the College also offers B.Voc. Courses in (i) Tourism and Hospitality Management and (ii) Food Processing and Engineering.

Normally, an academic session of a beginner starts with the invitation of Application for Admission in 1st Semester of any of the courses opened in the college. An academic session consists of six months' time. Examinations for each Semester are held as per the Schedule provided by the University i.e., every May and November. IQAC prepares academic calendar of one year from July of a year to June of the following year. An academic calendar consists of Curricular, Co-Curricular and Extra-curricular Activities for effective implementation and delivery of Curriculum. IQAC frames these academic calendars based on the plans of every department for every year. IQAC also prepares the Timetable in consultation with all HODs.

The College organises "Students Induction Programme" every year at the commencement of the academic session wherein the newly admitted students are provided with the detailed information about (i) Academic and Infrastructural facilities (ii) Code of conduct of the College (iii) Academic Calendar and the Timetable (iv) The Principal, IQAC Coordinator, the teaching-staff and non-teaching staff of the College (v) Existing Students' Club and Organisations etc.

Some faculty members deliver lectures as the introduction of the Curriculum i.e., Contents of the Syllabi, Course of Outcome, Remedial Classes, Modes of Assessments: Internal Assessments in the form of Assignments, Unit Tests, Viva Voce etc.; University Examination; and Evaluation. Academic Calendar and Timetable are also notified to the students through College Website and Notice Board.

Every Department of the College is instructed to conduct Unit Tests, Mock Tests, Assignments, remedial classes and departmental seminars. Internal Assessment is compulsory for every department as per the University Regulations.

Some departments are encouraged to organize Study Tours, Excursions, Industrial Visits, Field Projects so as to bring about students' maximum exposure to practical knowledge. Students are encouraged to read the reference works and take use of e-resources including N-List. Furthermore, Special Remedial

Classes are given to Slow Learners. The college has introduced Mentor-Mentee System in order to examine and deal with problems of the students regarding academic, financial, psychological, social issues etc.

Two internal assessments in a year keep the students abreast of the subject ensuring their learning process consistent, easy and stress free. In the wake of wee hours of Covid-19 pandemic, IQAC created whatsapp group of the staff to ensure effective communication and exchange of information regarding institutional matters including undertaking of online classes. Every department was further informed and instructed to create their own whatsapp groups of students to reassure smooth functioning of online classes, Examination etc.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2

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

Response:

Being an affiliated college of Manipur University, Kha Manipur College, Kakching prepares Academic Calendar every year in tune with the (examination, academic and other) schedules of Manipur University. In the preparation of Academic Calendar, due consideration is placed to schedules of teaching learning process of the college, semester break, festivals and vacations.

The Institution has taken steps to follow the directives of Manipur University to conduct the Internal Test of 30 Marks.

For the purpose of conducting CIE, teachers prepare their schedule of teaching, unit tests, assignments, seminars in accordance with their allotted Timetable keeping the college Academic Calendar in mind.

The Institution organizes College Week every year in the month of February or March. Annual Sports Meet, Debate, Quiz, Essay Writing Competitions, Internal and External Excursions, Annual Freshers Meet are the common features of College Week. The students are thus motivated not only for academic excellence but also for leisure, recreation and exposure of their talents in such extra-curricular activities.

The College organizes Internal Examination twice every year normally in March and September, before the University Semester Examinations (May and November).

IQAC arranges Students Induction Program in which students are well informed about Curricula, Syllabi, Academic Calendar, Rules and Regulations of the College, etc.

The students are encouraged to use the library in their recess periods to issue books, xerox articles,

relevant chapters of the syllabi and read newspapers, journals, etc. to supplement their knowledge.

The Principal does frequently conduct meetings with the Heads of Departments and sometimes all staff including non-teaching to ensure smooth implementation of the activities as scheduled.

Departmental Seminars / Study Tours / Field Trips / Project Works are conducted by respective departments having such mandatory activities in the curriculum.

IQAC, with due approval of the Principal, monitors all academic activities of the college.

File Description	Document
Upload Additional information	View Document
Link for 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: C. Any 2 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: 0

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

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

1.2.2

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

Response: 1

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	1	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	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: 3.85

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
30	30	30	30	30

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:**

Kha Manipur College, Kakching integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

The College stands for values such as compassion and commitment to development of self and society. The Institution firmly believes in rigorous implementation of professional ethics. The IQAC is palling to organise Awareness Programs are organized from time to time regarding Intellectual Property Rights and other ethical issues. Students are discouraged to adopt any kind of plagiarism.

Gender – (i) Women Cell is same as the voluntary cell of Women’s Grievance Redressal Cell. It tries to minimize gender inequality. It takes up initiatives to support vulnerable sections of women and children in Kakching district in particular and Manipur in general. Correspondingly, the College initiates an idea to construct one lady’s wash room to be funded from Staff’s One Day Pay.

The gender issues are also studied in some subjects. For example, Education subject - Unit 3 of the 1st Semester; Unit 1 and 5 of the 4th Semester emphasise on girls’ education and gender equality. Gender issues are also studied in 2nd and 3rd Semester of Political Science. The first, second, fifth and sixth semester students organized of 2-day International Women’s Day on 8-9 March 2021 in collaboration with Library and Information Centre and Film Societies of Manipur. The Department of Anthropology of the Institution organized One Day National Seminar.

In course of three years Degree Course (Six Semester Courses), special attention is drawn to the promotion of Professional Ethics and upholding of moral values. For Commerce subject, Intellectual Property Rights (IPR) has been included in Unit V of Paper E1- 303 Commercial Laws in B.Com 3rd Semester. And the Consumer Protection Act has also been contained in the Unit IV of the same subject.

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: 1.94

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	4	4

File Description	Document
Programme / Curriculum/ Syllabus of the 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: 13.24

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

Response: 143

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: D. Any 1 of the above

File Description	Document
Any additional information (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: D. Feedback collected

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: 30.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
1080	919	827	649	604

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2710	2710	2710	2710	2710

File Description

Document

Institutional data in prescribed format

[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: 100

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
1080	919	827	649	604

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:

The teachers assess periodically the learning levels of the students through Unit Tests, Tutorials and Assignments. Internal Assessment Examination are held twice every year (once every semester) – normally in March and September. Some departments hold students’ seminars in which the evaluation of the students is done. Students are counselled at the time of admission. The learning levels of the students are also scrutinized through the following programs and activities:

- Student Induction Program
- Participation in College Week – especially in Debates/Symposiums/Quiz Programs/Essay Writing Competitions
- Home Assignment
- Unit Tests
- College Internal Assessment Examination
- There is also a system of mentor-mentee. This system facilitates in identifying levels of learning of the students and to identify slow learners.
- Tutorials and Remedial Classes are organized for slow learners
- Personal academic and career related counselling is given from time to time

2.2.2

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

Response: 33.75

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:

The Institution consistently makes conscious efforts in order to enable the students to realize their potential talents and evolve as leaders. The Institution strictly follows the academic calendar from year to year or from one academic session to another. For the convenience of organizing extra-curricular activities, annual calendar of the college is also planned. Internal Examination, Students Projects, Study Tours and other activities are also conducted based on the syllabi.

The Institute conducts various student centric activities throughout the year. This enables learning more experimental, participatory and socialistic. Counselling programs are first done at the time of selection of students. Just after admission, Student Induction Program is organized. College Week is organized every year usually either in February or in March taking into consideration the academic schedule of Manipur University. The main features of the college week are Annual Fresher's Meet, Internal and External Excursion and Competition in Literacy Programs like Debate, Symposium, Extempore Speech, Essay Writing and Quizzes and Sports events. If the situation demands, the week may be extended.

Theory and Practical Examination are held as per the schedule of Manipur University and evaluation is done by the University.

The Institution strives to make learning 'student-centric' by organizing study tours, field trips which aim at realization of both individual and group learning abilities. The College practices two (2) types of interactive learning- (i) Individual and (ii) Group – both in theoretical and practical classes.

National Science Day (February 28), World Water Day (March 22), Earth Day (April 28), World Ozone Day (September 16), etc. are observed to boost scientific tempers of the students.

The College promotes student-oriented learning through assignments, practical session, study tours through which the students acquire and develop skills in collecting, processing and presenting relevant data and also develop communication skills, academic writings, etc. The Institution encourages interaction programs with resource persons from different fields to develop their knowledge, personality and social consciousness.

On the Foundation Day of the College i.e., the 27th July, every year the living founders of the college are presented with humble gifts by the students. The incentive awards donated by local public are also presented on this auspicious day. Every year, the College selects eight representatives of the students for the observance of important days of State, National and International days organized by the Institution. For example, State Patriotic Day (13th August), Independence Day (15th August), Teachers' Day (5th September), Constitution Day (26 November) are observed to instill patriotic, social and national values among the students. The Institution organizes National Youth Day (2nd January), World Environment Day (5th June), International Yoga Day (21st June), etc. to infuse moral and ethical values to the students.

2.3.2

Teachers use ICT enabled tools for effective teaching-learning process.

Response:

With regards to using of ICT enabled tools, the Institution is still in the infant stage. However, the College had organized awareness program on INFORMATION TECHNOLOGY (IT) and ITES (INFORMATION TECHNOLOGY ENABLED SERVICES) in collaboration with Industry Partner SYNAPS in 2017. It motivates the students to join the IT Discipline. Accordingly, with the funding of RUSA, IT and ITES Diploma Courses were launched in the college for the academic session 2017-18 in July 2017 and Formal Induction Program of 30 students was introduced.

Now, the Institution has 3 Smart Boards, 18 Computer Desktops, 2 LCD Projectors, Digital Recorder. It is worth mentioning that the use of ICT enabled tools in teaching-learning process will boost the acquisition of knowledge by the students quite a lot.

IQAC has been undertaking ONLINE meetings using Google/Zoom platforms during the Covid-19 Pandemic. The WhatsApp Groups of the staff have been created. Moreover, every department under the indication of HOD, created WhatsApp group for students of every semester.

Even though, the College does not have adequate number of computers sets, the College has installed Malware Internet Network since the year 2020. The College has been urging the concerned authority for the supply of SWAN Internet.

The college library has subscribed the N-LIST INFLIBNET which will serve an immense opportunity to the staffs as well as the students for reading reference of rare books other than those prescribed in the syllabi.

2.3.3

Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 33.75

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

Response: 32

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	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: 100

File Description	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: 46.88

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
19	17	16	12	11

File Description	Document
Institutional data in prescribed format	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: 1.75

2.4.3.1 Total experience of full-time teachers

Response: 56

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:

The Institution has a transparent and robust evaluation process in terms of frequency and mode. Students are well informed about the mode and timing of internal assessment at the time of Student Induction Program (SIP). The system of evaluation of the same is also communicated to the students well in time. The IQAC, in consultation with, the Examination Committee as well as HODs of every department hold meetings in this regard.

Generally, the College conducts internal examinations in the months of March and September every year. The internal examinations are meant only for improvement of academic activities as well as morale boosting of the students. In the meantime, Manipur University started to assign 30 % of the marks to be evaluated from the Colleges. The system undertaken by the University made an internal assessment a mandatory.

The IQAC in full consultation with the Examination Committee undertakes all the needful for a transparent system of evaluation. The timelines of the internal assessment data of every department is displayed on the notice board.

2.5.2

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

Response:

Kha Manipur College is affiliated to Manipur University and consequently follows the guidelines set by the University for the conduct of examination. At the end of each semester, there is a final examination which is uniformly conducted for all the students across all the affiliated college of Manipur University. There are such two examinations conducted by Manipur University each year- namely B.A./B.Sc./B.Com. 1st/3rd/5th Semester or B.A./B.Sc./B.Com. 2nd/4th/6th Semesters (May and November).

At present, the final examination for each paper has 70 % weightage of overall assessment and remaining 30 % constitute internal assessment marks.

The College has a transparent and healthy evaluation process in regard to internal examination. The system of internal examination is communicated to the students well in time. There is an Examination Committee every year for this purpose. The IQAC in consultation with this Examination Committee announces the schedule of such internal examinations in due consideration with the time of University Examination. Any information/notice is displayed on the notice board. The setting of Question Papers is entrusted to concerned department.

If any student feels the marks given to him/her in any paper are not just up to his/her expectation, he or she can apply for revaluation within 15 days. The College appoints subject expert other than the previous assessor for the revaluation. The Examination Committee itself looks after the complaints or grievances related to formative test and summative examination.

Every department conducts internal assessment, assignment, unit tests, etc. as part of the formative as well as summative evaluation of the college under the strict supervision of the College Examination Committee. These are considered as indicators of students' performance. The mechanisms for redressal of grievances with reference to internal examination are as follows:

1. At first, the students are instructed to approach their concerned subject teacher and HOD of the department.
2. If there is a reasonable reason on the request of mark improvement, changes may be made accordingly.

The results of the internal examination are displayed on the notice board. After the end of the evaluation process, a joint meeting of teaching faculty and students is arranged so that any grievances by the students may be put forward.

Answer sheets of such students who have put up grievances are re-evaluated in their presence. Timelines for submission of internal examination is time bound as per instruction of Manipur University. Internal examination related grievances are taken up as important agenda of the Examination Committee as well as IQAC.

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:

“Education is Light” is the motto of Kha Manipur College, Kakching and to materialize this vision, the Institution thrusts the young students towards academic excellence, and personality development and social commitment. The annual academic programs by Manipur University are implemented in such a way that these objectives are realized through the timely completion of the program. An all-round personality development is inculcated in the students through these programs. These learning outcomes are communicated to the students in various programs such as Students Induction Program (SIP), College Week, College Foundation Day and Observance Program of important State, National and International days.

The College offers Under-Graduate Program in Arts, Science, Commerce and Vocational Courses (Namely BTHM and BFPE).

The stated programs and course outcomes of the programs are as follows:

1. For Bachelor of Arts:
 - Critical and creative thinking
 - Communication skills

- Inculcation of moral and ethical values
- Community engagement and global understanding

1. For Bachelor of Science:

- Introduction of basic fundamentals of science education
- Enrichment of students' knowledge in all basic sciences
- Inculcating sense of scientific responsibilities, social and environment awareness
- Motivation of students in the scientific development of our nation
- Creative thinking about new discoveries and innovations

1. For Bachelor of Commerce:

- Application of basic skills in Accountancy, Management, Finance, Taxation, Economics, Marketing, etc.
- Communication skills
- Contribution to the successful operation of a business or a non-business institute
- Understanding business and economic scenario of the nation as well as of the globe

The College has also its objectives:

1. Higher education to all sections of the society especially weaker section of Kakching district and other areas by providing good infrastructure and a motivating environment.
2. To inculcate the benefits of the Universal, Pluralistic and Harmonious nature of our society
3. To support the students by expressing their talent and creativity in academic, sports, culture, training and social field
4. To make students a responsible and better individuals in their own right with positive outlook towards life.

2.6.2

Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

This college regularly evaluates the performance of students through various methods for measuring the attainment of Program Outcomes and Course Outcomes.

The College promotes Student-oriented learning through Assignment, Practical Sessions, Project Reports, Study Tours through which the students acquire and develop skills in collecting, processing and presenting relevant data, and also develop communication skills, academic writing, etc. The College encourages interaction programs with resource persons from different fields to develop their knowledge, personality and social consciousness. All the programs offered in the College provide directions to the students to undergo higher studies; to enter the job market; and to appear the various examination

conducted by the state and central governments.

Method of measuring attainment of COs

The course outcomes are stated in the syllabus of each course. The course outcomes are measured by the methods of Internal Assessment Examination, External Semester Examination, Assignment and Class Unit Tests. Assessment methods include:

1. Theory Courses – Internal as well as End Semester Exams.
2. Laboratory Courses – Internal as well as End Semester Exams.
3. Assignments and Class Unit Tests – Periodical and Specific
4. Pass Percentage Survey – taken from the record of Examination Section.

The Continuous Internal Assessment (CIA) and End Semester Examination are the main tools for evaluation of PO and CO attainment.

As per Indirect method, student feedback on curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes, if any, are made.

2.6.3

Average pass percentage of Students during last five years

Response: 86.77

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
588	421	440	497	350

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
650	532	514	540	404

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

2.7 Student Satisfaction Survey

<p>2.7.1</p> <p>Online student satisfaction survey regarding teaching learning process</p> <p>Response: 3.53</p>	
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: 2.14

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	2.13949	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2

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

Response: 4

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	3	0	0

3.1.2.2 Number of departments offering academic programmes

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

File Description	Document
Institutional data in prescribed format	View Document

3.1.3

Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 1

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	1	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: 0.34

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
0	4	4	2	1

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:** 0.34**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
3	1	3	0	4

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:

The Institution inculcates social values and commitment to the society. It organizes extension activities in the neighborhood community that sensitize students so as to engage them in assisting the neighborhood communities to overcome issues like social inequality, gender disparity, poverty, casteism, unemployment, etc.

The College has one NCC Unit and NSS Unit which carry out various outreach and extension activities namely (i) Swachh Bharat Abhiyaan, Unnat Bharat Abhiyaan, Swachhta Pakhwada, Blood Donation, etc.

There is also YRC in the college.

Some Programs

1. Swachh Bharat Swachhata (21/07/2018) – 150 Participants
2. Swachhta Hi Seva (02/10/2018)
3. Cycle Expedition (14/11/2018)
4. Observance of Communal Harmony Compassion Week (19/11/2018)
5. Tourism Sensitization (29/11/2018)
6. Cycle Rally on the Theme “Peace and Harmony” (04/07/2019)
7. Mass Dreamline Drive (09/08/2019)

Impact on Students

The Institution engages the students in extension activities, it helps them to create an awareness on social issues. It helps in making them a responsible citizen by instilling social responsibility. They are made as agents of social change to provide lasting solutions to various social problems.

Impact on Society

The extension activities resulted in improved literacy rate, hygienic surrounding, etc. It also lessens the problem of drug abuse. It improves health and cleanliness of the neighborhood communities.

The institution has responsible mechanisms like NSS, NCC, RRC etc to tract students involvement in various social movements of activities which promote citizenship roles. The college always seeks for stakeholders' perception on its overall performance and quality by way of organising social service cum community based interaction and awareness programmes from time to time. The qualities of civic sense, leadership, adjustment, dedication and have been able to develop in our students through the programmes or activities. In fact, the impact of extension and outreach programmes on the overall development of students has been a good image of the college. The college has promoted the participation of students and faculty an extension activities through various programmes. The extension services or activities rendered by the students have influenced significantly towards the academic learning experiences. Their sincerity, honesty, punctuality. cooperativeness, well-adjustment, smartness indecision making development of leadership quality etc. are the values and skills inculcated from their participation in extension services

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: 7

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
2	1	3	1	0

File Description

Document

Reports of the event organized

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.3.4

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

Response: 12.39

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
200	5	268	68	0

File Description

Document

Report of the event

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[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: 0

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
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[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: 0

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
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format(Data template)

[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:

Sl. No.	Description	Number
1	Administrative Block	13 rooms including offices of Principal and IQAC coordinator and one conference hall Total = 14
2	Library Block	
3	Arts Block	10 rooms and one conference hall
4	Science Block	
5	Indoor Hall	1
6	Fitness Centre	
7	Swimming Pool	1
8	Chowkidars' Quarter	2
9	Women's Hostel	2
10	Boys' Hostel	1
11	Multipurpose Hall	1
12	Toilets and wash rooms	8
13	Students' Union Room	1
14	NCC Office	1
15	The NSS Units are in the A-Block. The Quiz Club has been function from the IQAC Coordinator	1
16	Digital Recording Room	1

As only less than one third of the total area of the college is constructed for various purposes, ten plots each of one acre are cultivated by lucky winners in the Plot Lucky Draw for a period of 2 years. The laboratories in the departments of Anthropology, Botany, Chemistry, Physics and Zoology are kutchra ones constructed some 40-50 years back. In the recent few years, the state government has not sanctioned amounts for construction and expansion and repairing purposes. All the doors, windows, walls and ceilings bears the signs of decay and dusty.

There is one Botanical Garden. The area of which is 2536.252992 Sq. m. The college has been initiating the renovation works of Botanical Garden with effect from the year 2020-21. The institution best practice

for the year 2020-21 will also be the "Go Green Save Water " it will be relevant to Renovation of Botanical Garden. We feel the great need of preservation of indigenous plant species like Citrus sp., Goriothebamus sp., Patchaili sp., Trimiralia sp. etc. Plant materials used in the practical examinations should also be cultivated in the Botanical Garden.

File Description	Document
Upload any additional information	View Document
Paste link for 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 is committed to offering resourceful infrastructure for holistic growth of the students. It provides facilities and training in sports and cultural activities.

The institution has a spacious sports ground to hold regular training and sports events for athletics (races, discus throw, javelin throw, long jump, high jump, triple jump, mukna etc.) and to organise group events like football, cricket, volleyball, speak takraw, mukna etc. and also for NCC paradies. The area of the college playground is 16945.514496 Sq. m. . It may also be extended for a some extent in the southern and eastern parts.

- The institution organises 'COLLEGE WEEK' every year, normally in February or March three or four days are reserved for Annual Sports Meet in which students compete in indoor and outdoor games in individual or group categories.
- The college provides TA/DA for participation in University, State and National level events.
- Indoor games are organised in the Indoor Hall. The area of which is 557.41824 Sq. m. Badminton, Table Tennis, Carrom, Chess etc. are the common events that can be programmed in this indoor hall. Yoga is also a common practice of the college.
- The college has one Physical Fitness Centre.
- To facilitate cultural activities, the college has one Multipurpose Hall and one Seminar Hall (known as PM Hall). The staff and students make use of these two halls for organising cultural and literary events. Annual Freshers' Meet, farewell events, quiz/debates/symposiums/seminars are also organised in either of these two halls. Students Induction Programme is organised in the Multipurpose Hall.
- For gymnasium, there is one Physical Fitness centre, well equipped with all major types of equipment like treadmill, free weights etc. There is sports and health committee for which the Physical Education teacher is the convenor. This committee is responsible for maintenance of Fitness Centre.
- Yoga is considered to be one of the biggest boons of the world. For yoga, the college uses either the Indoor Hall or the Multipurpose Hall. Both these halls have enough space for performing

yoga.

File Description	Document
Upload any additional information	View Document
Paste link for 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: 3.85

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4

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

Response: 100

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
44.06	44	42	40	40

File Description	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 functioning in a thoroughly professional way taking into consideration the interests of all departments. There is a Library Committee which the Principal is the Chairman and the Librarian, the Convenor. The Library Committee works on a rotational basis. It meets regularly to engage with all issues related to students' requirements from the Library as resources. It pays attention to the needs and aspirations of the students.

The Library Block is just adjacent to the Administrative Block. It has 50 seating capacity for reading and conference purposes. There are some more than 20,000 books and different Journals and Magazines. The number of Text and Reference Books are far below the requirement of staff and students. The space for reading and seating capacity is not favourable. With the introduction of semester system by Manipur University, there has been a giant change in the Curricula and Syllabi for all streams. It is, therefore, very difficult to find the prescribed books in our library.

Our greatest challenge is the shortage of staff in our Library. The college, at present, has no regular Librarian and subordinate staff. There is only one Bookman. For filling a huge gap between Library and Readers, we, at present, engages one Librarian. The number of almirahs and book shelves is also not sufficient.

The Library has an advantage of membership for National Library and Information Services Infrastructure of Scholarly Content (N-LIST). All staff and students have a chance to use the benefits of the resources of online reading at this N-LIST.

The system KOHA has, now, been installed at the library of the college.

File Description	Document
Upload any additional information	View Document
Paste link for 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:** E. None of the above

File Description	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: 0.5

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
.5	.5	.5	.5	.5

File Description	Document
Institutional data in prescribed format(Data template)	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: 3.6

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

Response: 40**4.3 IT Infrastructure****4.3.1**

Institution frequently updates its IT facilities including Wi-Fi

Response:

The college assesses the IT infrastructure in the beginning of every academic year. Budget is prepared for augmentation, replacement and upgradation of the existing infrastructure.

The college started commencement of Information Technology (IT) and Information Technology Enabled Services (ITES) with effect from the year 2017.

There are 18 numbers of Computer Set which have been utilised in various departments. The college has 2 LCD Projectors and 3 Smart Classrooms. The Rooms/Conference Halls/Departments which are facilitated by Smart Rooms are:

1. Multipurpose Hall
2. Padma Memorial (P.M.) Hall
3. Physics Department.

4.3.2

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

Response: 1080

4.3.3

Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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: 100

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
44.06	44	42	40	40

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

“ Education is Light “ is the vision of Kha Manipur College, Kakching. The College, therefore, gives its topmost priority on promotion of quality education to the students. Its primary objective is to enhance academic excellence of the students. The institution takes full initiative in the maintenance and upkeep of infrastructure and support facilities.

CLASSROOMS

The classrooms are well maintained. A staff for this purpose is engaged. He is responsible for maintaining all the classrooms neat and clean. The college takes into consideration proper light, minimum noise, room temperature etc. in the maintenance of the classrooms. Markers, dustbins, towels are also provided in good conditions. Desks, benches, white boards are also kept in workable positions.

#LABORATORIES

The equipments of the laboratories are strictly inspected by the Heads of Departments along with teachers before the commencement of practical classes and examinations

#COMPUTERS

The college tries at its best level to provide at least one computer for every department. There are two engaged staff for overall charge of all the computers. External agencies are called for any repairs works.

PROJECTORS

The college has two projectors for use in smart classes, conduct of Quiz programmes, screening of films of importance etc.

SPORTS GOODS

All sports goods and equipments are under the charge of Physical Education Teacher. The college has a committee for the purpose – SPORTS AND HEALTH CLUB – for which the Physical Education Teacher is the Convenor. Equipments for Gymnasium and major Sports Goods are kept in the Fitness Centre and the light sports materials are stored in the Store Room.

LIBRARY

The Library Committee takes care of the safety and other maintenance issues related to Library. Maintenance and utilisation of library resources are strictly done following the library rules. The maximum period of loan of books is fifteen days. Library facilities are open to the staff and students from 10 a.m. to 5 p.m

DIGITAL RECORDING ROOM

The institution has one Digital Recording Room for promoting online class on Moodle LMS system.

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: 108.58

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
00	1356	1214	1033	540

File Description

Document

Upload any additional information

[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: 0.72

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
12	03	06	06	03

File Description

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: D. 1 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: 3.23

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 21

File Description	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: 20

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
1	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
1	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: 4

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	3	0	1	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 a Students' Union which is elected every year from among the students who have no back papers in the previous University Examinations. They should also have a good attendance and possess good character. Since the college is a government one, the election to the students Union is held under the aegis of the Directorate of University and Higher Education. The activities of the Students Union is for the welfare of the students including exposure programmes, sports, social and cultural activities, literary meets, debate and extension programmes and grievance redressal of the students. The funds for these activities come from the Students' Union Fee collected during admission. The Directorate of University and Higher Education also provides financial support for these activities from time to time. The college strongly believes in democratic values and gives opportunity to students in supporting the co-curricular and extra curricular activities conducted in the college. So, the members of Students' Union have been encouraged to actively engaged in the academic and administrative functions. The college Students' Union has also actively engaged in the following programmes: i) Organisation of College Week: College week of the college is normally held in the month of February or March every year. The seven day programme is featured by Annual Sports Meet, Annual Debate and Quiz Competition, Literary Meet, Annual Freshers' Meet and one day cleanliness programme. ii) Foundation Day Celebration: The college organises its Foundation Day Celebration on 27th July, every year. Release of Annual Magazine and presentation of gifts to living founders, floral tributes to late founders, presentation of incentive prizes and cultural entertainment programmes are the main features of this day. The Students' Union actively participates in the arrangement and management of this programme, ii) NCC programmes: The NCC Unit of the college hold a various developmental activities and the Students' Union members are a part and parcel of NCC. Participation in Republic Day and Independence Day parades are also a must programme of NCC. iv): NSS Activities: There are two units of NSS (National Service Scheme) in the college. The two units organise regular and special camps and other programmes from time to time. The students' Union actively participated in all these programmes. The composition of the Students' Union is as follows: 1) General Secretary 2) Finance Secretary 3) Magazine Secretary 4) Games and Sports Secretary 5) Social Culture Secretary 6) Debate Extension Secretary 7) Boys' Common Room Secretary 8) Girls' Common Room Secretary The Principal is the Chairman/President of the Students' Union. One senior teaching member is selected for the post of Vice-President who is in charge of the General and Finance Secretaries. One teacher in charge is also selected for each and every secretaryship.

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: 2.8

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	7	5	2	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 Alumni Association of Kha Manipur College, Kakching plays a vital role in the academic activities as well as curricular, co-curricular and extra-curricular events and processes. The association has developed a good network with IQAC of the college.

Some members of Alumni Association of the college is, at present serving in this college as Associate Professors, Assistant Professors and non- teaching staff. They are:

- | | |
|--------------------------|---|
| 1.N. Narendrajit Singh | as Associate Professor in Zoology Department |
| 2.Dr. M. Roma Devi | as Associate Professor in Botany Department |
| 3.M. Tikendrajit Singh | as Assistant Professor in Zoology Department |
| 4.Md. Abdul Salam | as Assistant Professor in Economics Department |
| 5.M. Ratan Singh | as Assistant Professor in Education Department |
| 6.Ksh. Amita Devi | as Assistant Professor in Chemistry Department |
| 7.Dr P. Dhaneshwari Devi | as Assistant Professor in Anthropology Department |
| 8.Dr. Ksh. Birmani Singh | as Assistant Professor in Economics Department |
| 9.N. Dhaneshwar Singh | as Bookman (utilised as Cashier/ Head Clerk) |
| 10.Sh. Kanta Meitei | as Gr. IV (utilised as Examination Clerk) |

MONETARY CONTRIBUTION

- Naorem Sanjitkumar Singh, Alumnus, and at present Chairperson of Kakching Municipal Council donated a sum of Rs. 5,000/- (Rupees five thousand) only on the repairing +and renovation of Stage of Multipurpose Hall.
- Kshetrimayum Shyamkeshwar Singh, Alumnus, and at present, Proprietor of HOUSEMART, KAKCHING started presentation of Rs. 10,000/- (Rupees ten thousand) each to every FIRST POSITION HOLDER STUDENT of the college in the Final Year Exams (that is B.A./B,SC./B.COM 6TH Semester Examinations of Manipur University.
- Kshetrimayum Meghachandra Singh, Alumnus, and at present, Sr. Lecturer in Kakching Higher Secondary School is also presenting an incentive award in the name of Kshetrimayum Sanatombi Devi Memorial Award in Manipuri to every position holder student B.A.6th Semester Examination of Manipur University. The award consists of Rs. 5,000/- each to every position holder.

- Kha Manipur College Alumni Association, Kakching is in the process of registration under Section 4(1)(2) & Section 5 of Societies Registration Act, 1989 and Rule 5 of MSR Rules 2004.

5.4.2

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

Response: E. <1 Lakhs

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:

EDUCATION IS LIGHT

The institution aims to explore the hidden talents of the students. It stands for academic excellence, enrichment of skills and moral values and character formation so as to produce intellectually inspired youth to meet the global challenges and struggles of life. It encourages students to participate in social issues as responsible citizens.

MISSION The main purpose of the institution is to give “ LIGHT “ to everything and everybody by way of imparting knowledge that is, EDUCATION. The institution aims to cater higher education to all sections of the society especially weaker sections of Kakching District and neighbouring hill areas by providing a good infrastructure and a motivating environment. It inculcates the benefits of the universal, pluralistic and harmonious nature of the society. It supports the students for expressing their talent and creativity in academics, sports, culture, training and social fields.

NATURE OF GOVERNANCE

The college has a clearly defined organisational structure for the optimum and effective decision making and its implementation. As the college is a Government College affiliated to Manipur University, it follows rules and regulation framed by Directorate of University and Higher Education (DUHE), Government of Manipur and also strictly under the academic umbrella of Manipur University. The governance of the college is, thus, under the direction of a Principal duly appointed by the Government of Manipur. As a Captain of all staff, the Principal acts in tune with the vision and mission of the institution. The Principal is cooperated and guided by the IQAC (Internal Quality Assurance Cell) of the college. The IQAC prepares Academic Calendar which reflects all Curricular, Co-curricular and Extra-curricular activities for a year. The IQAC under the direction of the Principal conducts Regular Meeting at least once in a Quarter’s period to take the necessary decisions and initiatives to ensure the overall development of the college. The Principal and the IQAC Coordinator act as catalysts for all departments. The Heads of the Departments are also cooperating with the Principal in all developmental processes of the college and they play pivotal roles in departmental administration and activities.

The Principal works towards the designing and implementation of institutional policies and programmes. The various administrative and academic departments of the college are also governed through the constitution of mandatory bodies such as Admission Committee, Examination Committee, College Development Committee, Staff Welfare Association etc. There are also very energetic functionaries such as NCC Unit, NSS Units I and II, QUIZ Club, CINE Club, DRAMA Club, LITERARY Club, RED RIBBON Club, YRC, WOMEN CELL etc. All these Committees, Clubs and Functionaries work in tune with the Vision and Mission of the College.

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

6.1.2

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

Response:

ADMISSION

Kha Manipur College, Kakching ensures publicity and transparency in the admission process. The College Admission Committee assures that the norms and regulations of Manipur University and Government of Manipur are strictly adhered to. After the notification by the Directorate of University and Higher Education, Govt. of Manipur, the college serves the notification for admission and also uploaded in College Website.

EXAMINATION

All staff are engaged in the process and conduct of any semester examination. Generally, the Principal is the Officer in Charge of all the University Examinations. Normally, Examination Committee consists of the Principal, IQAC Coordinator and all heads of departments. The Examination Committee, in its meeting selects Assistant Officer-in- Charge (AOC), Supervising Invigilator (S.I.). The AOC in consultation with S.I. arranges for examination rooms. They have to manage for necessary desks and benches and appoint Examination Invigilators, Officials, Office Assistants, Refreshment Boys etc. They have to contact Police Station for Securities, if necessary and also act as Confidential Persons in the safe transportation of Question sets from Manipur University to Kakching Police Station and then, Kakching PS to Exam Centre on the day of examination.

FORMATION OF STUDENTS' UNION

The College has a Students' Union which is elected every year from amongst the students who have no back papers in previous University examinations. There are 8 representatives headed by General Secretary. The others are Finance Secretary, Magazine Secretary, Games & Sports Secretary, Social and Culture Secretary, Boys' Common Room Secretary and Girls' Common Room Secretary. Generally, the Principal presides over the meetings of the Students' Union. However, the working President is the Vice President. One Senior Teaching Faculty is selected for the post of Vice President who is also in charge of the General Secretary and the Finance Secretary. One Teacher in charge is also elected for each and every remaining secretaryship.

COLLEGE WEEK

The college organises its COLLEGE WEEK every year, normally in the month of February or March. The Seven Day long College Week is classified into 4 important features : (i) Annual Sports Meet (3 or 4 days), (ii) Annual Debate Competition/Quiz/Essay Writing Competition/Extempore Speech (1 day or 2 days), (iii) Annual Freshers Meet (1 day). One day is compulsorily reserved for CLEAN CAMPUS PROGRAMME. All staff do participate and enjoy in this week long programme.

PARTICIPATIVE MANAGEMENT:

The institute ensures participative management in the administrative and academic activities. The IQAC encourages every member of the staff and students in its decision making. Sometimes, alumni members, parents and donors are invited in meetings. The IQAC members were divided on an agenda of proposed increase of incentive prizes to be given to position holder students of B.A./B.SC./B.COM. 6TH Semester examinations 2021 (May). Then, the meeting was convened on----- with Donors and some Alumni members and after a healthy discussion all the members present resolved unanimously to increase the incentive award from Rs. 2,000/- to Rs. 5,000/-

6.2 Strategy Development and Deployment

6.2.1

The institutional Strategic / Perspective plan is effectively deployed

Response:

The College has published a perspective plan titled as “ PERSPECTIVE PLANS IN RESPECT OF KHA MANIPUR COLLEGE, KAKCHING “. It comprises the following :

- * Profile
- * Statistical Plan – Staff Students Strength etc.
- * Campus Development – Beautification, Water Supply, Drainage, Alternate Energy

Sources etc.

- Laboratories – Repair/New Equipments
- Library – Renovation of Buildings, Digitization of Books, Journals etc.
- Computer Centre/ e—Campus
- Proposals for Institutional Infrastructure
- Innovative Programmes

The Perspective Plan also covers the College Statistics showing subject wise Sanctioned Posts, Men in Position and Shortage for both teaching and non-teaching,

The Institutional Perspective Plans align with the Vision and the Mission of the institution which are the constant driving factors for improving academic quality policies and strategies. It is effectively deployed

to focus on bringing quality improvement in the areas of :

1. Curricular Planning and Implementation
2. Teaching-Learning Processes
3. Research, Collaboration and Extension Activities
4. Infrastructural facilities
5. Student Support activities and Progression
6. Institutional values and Best Practices
7. Governance, Leadership and Management.

The College considers the IQAC as the heart and soul of the college. IQAC in collaboration with various clubs and committees chalk out strategic plans of events and activities which will support the growth and development of the college. IQAC goes hand in hand with the Students' Union of the college. The IQAC advises the students that they should always be prepared to adapt with new changes and challenges.

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:

ADMINISTRATIVE SET UP

The Principal guides the college in academic progress, admission, examination and other administrative matters. He/She is the Chairman of many important institutional bodies such as IQAC, Admission Committee, Examination Committee, College Development Committee, Library Committee etc. All teaching faculty, clerical and other engaged staff, Grade IVs are under the direct control of the Principal and the Principal is again under direct supervision of the Director, University and Higher Education, Government of Manipur.

The IQAC assists the Principal in overall administration which involve the planning and preparation of the ACADEMIC CALENDAR and its systematic implementation. IQAC is functioning as an indispensable body to different committees, clubs and functionaries of the college and acts as an advisory team for various policies, programmes, structures and documentation. Heads of the departments are responsible for the preparation of departmental time table, work allocation etc.

The institutional bodies which play an important role in the administrative set up are as under:

1. Admission Committee
2. Examination Committee
3. College Development Committee
4. Staff Welfare Association
5. Library Committee
6. Women Cell
7. Research Committee

8. Career and Counselling Cell

9. Students' Union

The Principal and IQAC consult Head of Departments on issues of developmental and academic activities and work together with NCC and NSS Units and also join hands with important clubs of the college namely, Quiz Club, Cine Club, Red Ribbon Club, Literary and Debate Club, YRC etc. and Students' Union in all programmes and observance functions of important state, national and international days.

APPOINTMENT AND SERVICE RULES, PROCEDURES

The institution strictly follows the Service Rules in accordance with Manipur Government rules and norms. The teaching and non-teaching staff have the benefits of GPF, Casual Leave, Earned Leave, Medical Leave, Maternity Leave etc. Recruitment and appointment of staff are also done by the Government of Manipur from time to time.

GRIEVANCE AND REDRESS CELL

The college has an active grievance and redress cell for teachers, non-teaching staff and students. Grievances of teachers and non-teaching staff are undertaken by Staff Welfare Association. The grievances of women staff and girl students are under the aegis of Women Cell. The Students' Union of the college looks into the matters of harassment, torture, ragging, gender inequality etc.

Luckily, there is no single untoward incident or accident regarding grievances during the past 5 years.

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: E. None of the above

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

6.3 Faculty Empowerment Strategies

6.3.1

The institution has effective welfare measures for teaching and non-teaching staff**Response:**

Kha Manipur College, Kakching provides necessary welfares for the benefit of teaching and non-teaching staff. The college has a committee in the style and title of “STAFF WELFARE ASSOCIATION” which continuously makes a sincere effort to enhance and enrich the welfare of teaching and non-teaching faculty members. The welfare measures are listed as under

(A) Leave Benefits:

- * Casual Leave, Earned Leave, Medical Leave, Maternity Leave, Paternity Leave etc.
- * Duty Leave for attending Seminars/Conferences/Workshops/FDPs and for serving as Examiners/Evaluators/Question Setters/S.O.s/Flying Squads etc, for teachers
- * Duty Leave on State Assembly or Lok Sabha Elections for all staff
- * Duty Leave for attending Accounts Training or Computer Training for non-teaching Staff

(B) Monetary Benefits as per Govt. rules:

- * Earned Leave
- * Group Insurance Scheme
- * Medical re-imburement
- * Home/Car/Personal Loans provided by nationalised banks
- * Free Quarters and Agricultural land provided to 2 Chowkidaars

(C) Personal or Professional Development Programmes:

The college has made various efforts to enhance the professional development of its teaching and non-teaching staff in the following manner:

- By appointing teachers as members in different Clubs/Functionaries/Committees of the college like Admission Committee, Examination Committee, College Development Committee, Sports and Health Committee etc. to enhance their professional development by way of sharing their experiences in teaching-learning process.
- By nominating the members of Administrative Staff of the college for Accounts and Basic Computer training to enhance their professional development.
- By organising departmental programmes (specially for Science) for Bearers/Attendants on how to handle and constitute the apparatus for smooth conduct of practical classes from time to time to update their professional status.

- By monitoring strictly the attendance and services of all staff members by the Principal and by calling for reports from the respective Heads of Department for necessary action.

(D) Other Welfare Measures:

- * Separate Wash Room for Lady Staff
- * One Wheelchair is reserved
- * Canteen facilities
- * All staff are honoured with simple gifts by the Students' Union.

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: 21.25

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
8	7	6	6	7

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

6.3.5

Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Performance Appraisal System for teaching and non-teaching staff includes the following mechanisms:

- * Self Appraisal Report
- * Student Feedback

SELF APPRAISAL REPORT FOR TEACHERS

Self Appraisal Report for teachers is governed by the policies of the Union Grants Commission (UGC), affiliating University (Manipur as the Government of University) as well Manipur. There is a common format of Performance Appraisal and Annual Confidential Report (ACR) prescribed by the Directorate of University and Higher Education (DUHE). As per the prescribed format, every teacher

fills up the form relating to the following queries/information:

1. General Information
2. Participations/Contributions in areas related to Teaching
3. Research, Experience & Training
4. Seminars, Conferences, Workshops, Refresher Courses/Orientation Courses/FDPs etc. attended during year
5. Research Projects carried out
6. Books/Papers published
7. Participation in Co-curricular activities

The above are assessed by the respective Head of Department. The Head concerned give a report on Regularity and Punctuality as well as any remark of performance. Then the format is forwarded to the Principal who assesses reasonably on the following points:

1. Performance of the teacher
2. Communication skill (both oral and in writing)
3. Sincerity and devotion to duty
4. Initiative, creativity, resourcefulness, willingness to take responsibility and leadership qualities
5. Quality of performance
6. Integrity
7. His / Her relationship with superiors, colleagues, and subordinates

After making due remarks of Overall Grading (I.e., Outstanding/ Very Good/ Good/ Average/ Below Average) by the Principal, the report format is submitted to DUHE, Government of Manipur. On completion of giving remarks to the items, the DUHE will forward the indicated format to the concerned Commissioner of the department (Commissioner, Higher and Technical Education, Government of Manipur). This office acts as the Accepting Authority of the details mentioned in the Performance Appraisal System of the teacher. Then, the necessary correspondence has been done with the Manipur Public Service Commission.

FOR NON- TEACHING STAFF

Performance Appraisal of the non-teaching staff is also done in the similar way. Details of information related to personal data, works assigned, achievements etc, have been filledn up in the format. The college Principal acts as Reporting Officer, assesses and comments on the filled up format. Then he / she sends the same to DUHE. The Officer in DUHE is the Reviewing Officer and his or her decision is final and binding.

STUDENT FEEDBACK

Student Feedback is taken in every semester to review the performance of the staff as well as the concerned department. Students Satisfaction Survey (SSS) is also uploaded in our college website.

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

The college has a well defined mechanism for financial audit. It continuously strives to have discipline and transparency in financial management. The accounts of the college are subject to external audit by the Office of Principal Accountant General (Audit), Manipur, Imphal.

INTERNAL AUDIT

The college has no systematic and regular internal audit upto Financial Year 2019-20. The College Development Committee, however, resolved to have an effective system of internal audit with effect from the Financial Year 2020-21. The Committee, in its meeting datedresolved to appoint the following teachers as Internal auditors of the college for the next 3 years.

1. Dr. N. Subhaschnadra Singh (HOD Education)
2. Ksh. Joykumar Singh, IQAC coordinator (Assistant Professor, Commerce)
3. L. Surajkumar Singh, IQAC (Member)
4. M. Sharjit Singh, IT Nodal Officer

External Audit

Generally, Sr. Account Officer of the office of the Principal Accountant General (Audit), Manipur is empowered to conduct statutory audit in the college. The external financial audit is done once in two or three years.

The account of the college for the period from 01/11/2014 to 31/03/2017 was audited during the period from 16/02/2017 to 22/02/2017 and the Principals (as well Drawing and disbursing officers) were

1. Ksh. Shamu Singh 01/11/2014 to 31/08/2016
2. Y. Mangoljao Singh 01/09/2016 to 31/03/2017.

The audit works of the periods 01/04/2017 to 31/03/2021 was initiated by the letter from Sr. audit Officer, O/o the Principal A.G (Audit)/Ap-IV/ 3rd Qtr/ 2018-21/1, dated 06/12/2021.

The audit work of the account of the college for the period from 01/04/2017 to 31st March 2021 was

completed on 22nd December 2021 and the Principal (DDD) concerned.

01/04/2017 to 31-12-2017 – Y. Mangoljao Singh

01/12/2017 to 31-03-201 – P. Raghu Singh

P. Raghu Singh retired on 30th Nov 2021 and new principal M. Sanaton Singh and Sr. account Officer/AP-IV jointly signed the cash verification certificate which showed that:

1. Cash balance as per Main cash book	Nil
2. as per Bank statement	
a) 50352712607 (Indian Bank)	? 10,47,365.55
b) 0256010101844 (PNB)	? 12,89,137.85
c) 0256010112285 (PNB)	? 14,05,000.26
d) 50332093780 (Indian bank)	? 80,268
3. Draft	Nil
4. cash at chest/ hard cash	Nil

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

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:

Institutional strategies for mobilization of funds and the optimal utilisation of resources

The entire funding for the functioning of the college is done by the government of Manipur. . The occasional funds from University Grants commission (UGC) also provide another major infrastructural development of the college.

The college has continuously been initiating strategies for the mobilization of funds and the optimal utilization of the resources. The college finds its means of generating income from college properties through the following:

(I) Lease of agricultural land:

The college campus has an area of 25 acres of land and the built up area is 9646.30844928 sq. m. The rest are utilised in the form of playgrounds, ponds, botanical garden, and agricultural lands which are leased to local farmers through lottery system, the details of which are given as under:

1. 1.25 acres to N. Indramani Singh of Kakching for 2 years commencing from 1st January 2021 to December 2022 on a deposit of Rs. 3,000/- (non-refundable)
2. 1.25 acres to P. Debadas Singh of Kakching for 2 years commencing from 1st January 2021 to December 2022 on a deposit of Rs. 3,000/- (non-refundable)
3. 1.25 acres to Ksh. Gyaneshowri Devi of Kakching for 2 years commencing from 1st January 2021 to December 2022 on a deposit of Rs. 3,000/- (non-refundable)
4. 1.25 acres to M. Durjoy Singh of Kakching for 2 years commencing from 1st January 2021 to December 2022 on a deposit of Rs. 3,000/- (non-refundable)
5. 1.25 acres to P. Indrakumar Singh of Kakching for 2 years commencing from 1st January 2021 to December 2022 on a deposit of Rs. 3,000/- (non-refundable)
6. 3.75 acres to M. Roma Devi of Kakching for 2 years commencing from 1st January 2021 to December 2022 on a deposit of Rs. 9,000/- (non-refundable)

(II) Swimming Pool:

The college has one Swimming Pool which has been constructed and developed with fund from UGC, NERO, Guwahati. The college has signed a deed of agreement for lease out of the following Pool to Kshetriayum Ramdhon Singh (Swimming Coach) Kshetrimayum Romika Devi (staff) for a period of 5

years on payment of Rs. 25000/- as security deposit (non refundable) .

- 1.The College instituted Incentive Award for the position holders (1st to 10th position holder) student of the college in the BA/ B. Sc / B. Com 6th Semester Examinations conducted by Manipur University. For 13 departments, the college has 13 generous donors who present Rs. 5000/- and a citation to each position holder.
- 2.The college started “Public Contribution Series” which also constitutes its BEST PRACTICE for the year 2020-21. Every year, the college approaches local donors for contribution of a particular sum of money for the benefits of the students of the college. Public Contribution Series 1 was held on April 17, 2021 on which Shri Yambem Satya Singh of Kakching (Proprietor, Yambem Furniture, Kakching) contributed a sum of Rs. 30,000/- to be presented to Position Holders of QUIZ COMPETITION
- 3.Each and every staff of the college contributed one day’s salary for the renovation of Stage of the Multipurpose Hall in December 2020.
- 4.Each and every staff of the college contributed one day’s salary for the construction of Lady Wash Room in early 2021.

1. ALUMNI CONTRIBUTION

Kshetrimayum Shyamkeshwar Singh, Alumnus, and Proprietor, Housemart Kakching started presentation of Cash Prize of Rs. 10,000/- to every 1st Position Holder Student of the college in B.A./B.SC./B,COM, 6TH SEMESTER EXAMINATIONS every year. This is really a boost to the students.

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:

IQAC of the college was established on 27th July (College Foundation Day) in the year 2013. Since its inception, IQAC has been the Engine of the college to enhance the academic quality. With main efforts from the IQAC, the college has been accredited Grade B in its first cycle on 16th December, 2016. IQAC has also been successful in implementing and introducing several curricular, co-curricular and extra-curricular of the college. The major landmarks of activities undertaken by IQAC in institutionalising the quality assurance strategies and processes in the recent times may be laid down as under:

- Mass Cleanliness Programme of the College Campus on 1st December, 2020
- Poster Campaign Rally on the theme, “Stay Protected From Corona” in the main roads of Kakching City
- Talk Programme on the topic, “Education : Future Perspectives” by Dr. M. Ramananda Singh, Associate Professor in Chemistry, Kirori Mal College, University of Delhi on 26th

December, 2020 at Multipurpose Hall of the college

- One Day Sensitization Programme on National Education Policy : 2020 on 2nd January, 2021 at Multipurpose Hall of the college
- Organisation of One Day National Seminar on “ BIODIVERSITY AND SUSTAINABLE DEVELOPMENT: A VIEW FROM NORTH EAST INDIA” on 23rd January, 2021 at Multipurpose Hall of the college
- Two Day Student Induction Programme on 27th and 28th January, 2021 at Multipurpose Hall of the college
- One Day Seminar on “Manipuri Khorirolda Tongan Tonganba Masak” on 18th February, 2021 (organised in association with The Cultural Forum, Manipur) at at Multipurpose Hall of the college
- Two Day FFSI Women’s Film Festival (Celebrating International Women’s Day) on 8th and 9th March, 2021 at Library and Information Centre, Kakching (Organised in association with Library and Information Centre, Kakching, Film Society, Manipur and Image TV, Kakching
- Azadi ka Amrit Mahotsav Programme with 2 lectures on the topic “75 years of India’s freedom struggle” by Dr. N. Somendrajit Singh and Nungchim Christopher (Asst. Professors from History Deptt. And Essay Writing Competition of the students on the topic “India after 75 years of Independence” on 12th March, 2021 at Multipurpose Hall of the college
- One day Sensitization Programme on NEP 2020 : Higher Education by the officials of Directorate of University and Higher Education, Govt. of Manipur on 12th April, 2021 at Multipurpose hall of the college
- Commencement of Public Contribution Series I (QUIZ PROGRAMME) on 17th April, 2021 at multipurpose Hall of the college (All Amount of expenditure inclusive of Incentive Scholarship incurred on the programme borne by public donor Shri Yambem Satya Singh, Proprietor, Yambem Furniture, Kakching
- Start of Renovation of Botanical Garden to visualize the best practice Go Green Save Water.

The IQAC of the college managed to raise fund by way of contribution by all regular staff one day’s salary two times which were utilised to meet the following non-recurring expenditure:

1. Renovation of Stage of Multipurpose Hall
2. Construction of one Wash Room for Lady Staff

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:

IQAC of the institution monitors and reviews teaching-learning process regularly. It is planning to designed a structured feedback form on teacher's performance, curriculum, programmes and activities as well as infrastructure including library.

MEETINGS:

IQAC conducts periodic meetings with the Heads of all departments. In consultation with departmental heads, IQAC prepares academic plans and policies. It holds meetings with various clubs/functionaries/committees to review on matters such as supervision of regular classes, attendance of students, unit tests, assignments, quiz, debate and other competitions, study tours, cycle trips etc. It also assesses on all academic as well as administrative issues. This initiative of IQAC has been evolved in successful review methodology for improvement in teaching -learning process.

PUBLICATION OF ANNUAL REPORTS

Since 2017, the college has been publishing its Annual Reports highlighting the achievements of staff and students. The main contents of the Annual Report are:

1. Brief profile of the college
2. Units for enhancement of students' activities
3. Facilities available at the college
4. Academic and extra & co-curricular activities of the college
5. Donors of incentive awards
6. Teachers' participation/attendance in RCs/OCs/FDPs/Seminars/Workshops/Conferences etc
7. Field study tours
8. NCC/NSS activities
9. Students enrolment, Pass percentage etc
10. Relevant photos

MENTOR MENTEE SYSTEM

Every teaching staff is assigned to play an important role as mentor to some students. He or she will provide guidance, motivation, emotional support. The mentor is a role of the mentee students. Every mentor keeps a close observation on his/her mentees not only in attendance and progress but also in their important issues such as family life, social life etc. The system of mentor mentee was introduced in the college from the academic year 2020-21.

IQAC INITIATIVES DURING COVID 19 LOCKDOWN

With due approval of Principal, the IQAC Coordinator created a Whatsapp group consisting of all

teaching and non-teaching staff of the college. Through this whatsapp, the IQAC was in a position to provide important information to all concerned. The Principal served notice to all teaching staff to make processes of conducting online classes during hard times of general lockdown. In the wee hours of Covid 19 pandemic second wave, the Directorate of University and Higher Education initiated the system of MOODLE LMS for online classes. The college nominated Shri N. Mohon Singh, Associate Professor in Chemistry as Moodle LMS Coordinator to concerned authority. After completion of online training for the Coordinators, the IQAC organised a 3 Day Online Training for MOODLE system with IQAC Coordinator as moderator and N. Mohon Singh and Dr. N. Ajith Singh of SEMCO as Resource Persons on 11th, 12th and 13th July, 2021. The links for the meetings were as under:

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
Paste web link of Annual reports of Institution	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:

Kha Manipur College is proactive in the promotion of gender equity by ensuring that both genders have equal opportunities in academic, extra and co-curricular activities. The college shows gender sensitivity in providing facilities such as (i) Safety & Security (ii) Counselling & (iii) NCC, YRC and NSS Programmes (iv) Physical body building. It grooms the students to be competent with leadership skills, respect of cultural diversities, social conscience and zero tolerance towards any kind of gender discrimination.

IQAC of the College initiates programmes to focus more on the empowerment of women and to increase their awareness regarding gender sensitively. The programme undertaken

(i) On 20th July 2017, a seminar on “Gender” Equality and Social Development” was held at the Multipurpose hall of the college. The chairperson and vice chairperson of Kakching Municipal Council were interestingly women at that time. The two dignitaries along with women councillors took active participation in the deliberation and discussion. Female principals of some colleges of Manipur also took part in the seminar.

The seminar title itself is a clue to the effect that male and female have equal responsibility in the development of a society.

(ii) On 27th March, 2019, the college organised “One day Sensitisation Programme on Inter-generational bonding in College

(iii) On 9th October 2019, a one Day National Seminar on “Domestic Violence Act, 2005 : Vulnerability and unpredictable fate of Women in Manipur” was held at the Multipurpose Hall of the college. The programme was organised by Department of Anthropology under the aegis of Social Welfare Department, Government of Manipur Prof. Th. Ratankumar Singh, Director Cell Development Council, M.U., Prof. W. Chandbapu Singh, Registrar, M. U., Dr. L. Muhindro Singh, Former Visiting India Scholar and HOD Political Science, CMJ. University Shillong were among the dignitaries.

(iv) On 8th and 9th March, 2021, two days FFSI women’s Film Festival was organised at the auditorium of Library and Information Centre, Kakching. 6 films directed by all women were screened. The films were

The festival was jointly organised by IQAC and Cine Club, Kha Manipur College along with the following organisations

- i. Library and Information Centre

ii. Film Society, Manipur

and the same was a part of Celebrating International women's Day.

The college has a women cell to look into women staff and one girl students of the college. The women Cell was planning a seminar in 2021. But it could not be mutilating on account of second wave of Covid 19 pandemic. The women cell is rescheduling the program to be held in the next academic year.

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: E. None of the above

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:

Solid Waste Management

In regard to Solid Waste Management, steps are taken up to install dustbins at different locations of the College. The institution is registered with the Kakching Municipal Council for solid waste collection. So, the Kakching Municipal Council regularly collects solid wasted generated by the college.

Liquid waste Management :

Any glassware used in the laboratory is wasted and rinsed with minimum water and placed in the liquid waste container. The liquid waste in the laboratories are segregated into organic and inorganic waste. Inorganic wastes such as concentrator acidic or alkaline solutions are neutralized before disposal.

The organic waste yield is limited and therefore treated with cowdung for decomposition due to the action of bacteria and micro organisms.

Biomedical Waste Management :

There is little biomedical waste.

E-Waste Management

There is no E-waste Management system

Water Recycling System

There is no such system

Hazardous chemicals and radioactive waste management

The institution normally does not generates hazardous chemicals and radioactive waste.

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

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: D. 1 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: D.1 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: D.1 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:

As students are from diverse cultural, regional, linguistic and communal socioeconomic backgrounds, the institution offers all inclusive and favourable learning environment to the students. The College fully believes in the concept of “Unity in Diversity” and so is committed in promoting the efforts/initiatives in providing an inclusive environment for the values of communal harmony, peace and love amongst all students and staff.

The institution is a common platform for all Meiteis (General, OBC and Scheduled Caste); Muslims and Tribal, Nagas, Kukis, Marings, Anals, Khoibus, Thadous, Kom etc. Every year, in the Annual Fresher’s Meet, the students of all communities gather at the Multi Purpose Hall. The Students’ Union of the college under the supervision of IQAC arranges cultural shows (folk song/folk dance) for every community. The students wore different attire/costumer representing the different communities, religions and cultures. These cultural shows enable them to get acquainted with different culture and help

them to develop to clearance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

There is no discrimination in the selection of students for NCC/YRC/NSS programmes and Activities and also in Youth Festivals of Manipur University. The same has also been done in the college foundation day (July 27) every year.

The college also organises memorable trips/programmes in this area from time to time some programmes may be laid down as under

- (i) Participation in 1st Inter College Youth Festival at M.U. (18th to 21st Nov. 2017)
- (ii) Cycle Expedition on 14th November 2018

On the theme “Drive for a clean Environment”, The NCC students of the college organised a cycle expedition at Heigrü Tampak, Komlathabi, Chandel District on 14th November 2018. The students had the lunch with tribal brothers and sisters at Heigrü Tampak.

- (iii) Observance of Communal Harmony Campaign Week
(19th to 25th November 2018)

- (iv) Inter College Youth Festival Nov. 28-30, 2018

- (v) Communities tools part is the Manipur University Inter College Youth
Festival on Oct. 23 to Oct. 25, 2019

(vi) Incubate peace and harmony among the different communities, the volunteers of NCC along with IQAC members organised a cycle rally in Kakching on the 4th July 2019.

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:

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

Kha Manipur College, Kakching undertakes various initiatives by organising different programmes and activities to sensitize students and employees of the institution to the constitutional obligations, values, rights, duties and responsibilities of citizens.

The IQAC takes proactive steps towards inculcating values amongst the staff and students by providing

opportunities to participate and celebrate state, national, international and other commemorative days of importance. This helps in strong hearing of spirit of patriotism and nationalism. It also inculcates the values in terms of honouring and paying due respect to legendary personalities of our nation.

Some of such programmes organised by the institution during the past 5 years were as under

- (i) Counselling of students on 17th June 2017
- (ii) Joint Meeting of Teaching and Non Teaching staff with a view to enhance quality of students morally and physically on 27th June 2017.
- (iii) Career counselling and lecture Programme on 19th August 2017
- (iv) Observance of National Voters' Day on 25th January 25, 2018 under the theme "Assessable Elections"
- (v) Participation 69th Republic Day Parade on Jan. 26, 2018 at Kakching
- (vi) Career Counselling cum Talk Programmes on 27th Feb. 2018
- (vii) Observance of 4th International Yoga Day as June 21, 2018.
- (viii) Swachh Bharat Swachhata Programme on 21st July 2018.
- (ix) Observance of Patriotic Day on 13th August 2018.
- (x) Swachhta Hi Seva Campaign on the 2nd October 2018.
- (xi) One day Tour Cum Tourism Sensitization Programme at Keibul Lamjao National Park on 29th November 2018.
- (xii) Observance National Voters Day on Jan. 25, 2019 on the theme "No Voter to be left behind".
- (xiii) The college organises an awareness campaign on systematic voters' Education & Electoral Participation on 20th March 2019/Wednesday)
(In collaboration with Field outreach Bureau, Ministry of Information and Broadcasting, Government of India)
- (xiv) One Day Tourism Sensitization Programme on 25th April 2019 at Shirui Lily Festival at Ukhrul (Organised by Tourism & Hospitality Management of
B. Voc. Course)

- (xv) Observance of 5th International Yoga Day on 21st June 2019 on the theme
“Yoga for Hearts, Yoga for Health & Yoga for Peace & Harmony”
- (xvi) Observance cum Awareness programme on “International Day Against
Drug Abuse & Child Trafficking” 26th June 2019
- (xvii) Observance of 70th Van Mahotsava the Festival of Tree and Plantation of
trees on July 1, 2019
- (xviii) Observance of Patriots’ Day on 13th August 2019 with a competition on
quiz programme and recitation of patriotic poems.
- (xix) NCC student attended March past Parade on the Independence Day on
15th August 2019
- (xx) Observance of Constitution Day and Sensitization Programme on
26th November 2019.

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: E. None of the above

7.1.11

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

Response:

The Institution with a pride and enthusiasm celebrate/organise national and international commemorative days, events and festivals by involving staff and students. Some main events are

1. National Youth Day on January 12
2. National Science Day on February 28
3. International Women's Day on March 8
4. World Environment Day on June 5
5. International Yoga Day on June 21
6. Independence Day on August 15
7. Teachers Day on September 5
8. Gandhi Jayanti on October 2
9. Constitution Day on November 26

In addition to these, the college observes other important days from time to time.

Floral tributes, One or two minutes silence awareness of the events, quiz programmes are the common features of the observances. The institution undertakes mass cleanliness programme on the observation of Gandhi Jayanti. The staff and students play a vital role in cleaning the campus. The pursuance of cleanliness day ensures personal hygiene as well enhancement of human wealth and keeps the morale high.

National Youth Day:

The programme is simply observed by floral tributes to Swami Vivekanand in the year 2020 and 2021.

National Science Day:

National Science Day has been observed with a quiz programme since the year 2019.

International Women's Day:

The programme has been organised jointly with Library and Information Centre, Kakching since the year 2021.

World Environment Day:

The college organise world Environment Day every year with tree plantation programme.

International Yoga Day:

The college organise International Yoga Day every year since 2017 except in 2020 and 2021 being disturbed by Covid 19 Pandemic.

Independence Day:

Mainly NCC Students take part in the March past every year.

Gandhi Jayanti:

The college observes Gandhi Jayanti every year.

Teachers Day:

Realising the value of a teacher and commemorating the ideas of Dr. S. Radhakrishnan, the college observes Teachers Day only by way of floral tributes. However, since the year 2021, the observance is expanded with a quiz on Dr. S. Radhakrsihnan.

The college also organises the observance of other important days such as :

1. United National Day on Oct. 24, 2017
2. NCC Day on 4th Sunday of Nov. (Nov. 26) 2017
3. World Water Day on March 22, 2019
4. International Day Against Drug Abuse and Illicit Trafficking on June 26, 2019
5. Constitution Day on Nov. 26, 2019

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:

Institutional Best Practices

Name of college: KHA MANIPUR COLLEGE, KAKCHNG

1. Title of the Practice:

Public Contribution and Its Impact as Teaching Learning Process

1. Objectives of the Practice:

- To introduce new people from all walks of life in development of Higher Education in the college.
- To promote quality education and bring good academic atmosphere in institutions.
- To encourage local people for a greater involvement in the implementation of National Education Policy 2020.
- To organise Intra-College and Inter-College Quiz, Debate, Symposium, Brainstorming, group discussion and other similar literary and personality development programmes for students.
- To, disseminate motivation amongst local people for the institution of incentive scholarships and awards.
- To, establish a networking between the people within the college and general public outside the college and bring cordial relationship amongst stakeholders and also bridge any gap of misunderstanding.

1. The Context:

Rapid and continuous progress in Higher Education system is one of the Chief objectives of teaching learning process. Besides the use of traditional teaching methods and technologies, new innovative and techniques are to be infused with the younger generation. For example, ICT(Information and Communication Technologies) are to be followed by the faculty members in the class rooms as a complementary tool for conventional teaching methods. Digital libraries are also to be made available in the college library. The integration of information and communication technologies can revitalise teaching and students. In all these endeavours, the college needs full support from the public.

The ground situation of Kha Manipur College, Kakching is slightly different from that of others. The college has its own unique history. The college was established in the early sixties out of the public donation and contributions. For example, the first and foremost necessity of a higher education institute is land. And a requisite land area of about 25 acres was donated by the people of Kakching to the first Governing body of the college. In this public contribution, the construction of offices, classrooms, library, seminar hall etc were made possible .

In continuation of the model of the initial period, the college has been undertaking this beautiful principle of public contribution in the coming processes in the cycle of higher education. Some challenging issues are also there, for example, how long the process be continued ? Will it be feasible for all time ? There is also limited consultancy and collaboration. Number of financiers may also be limited.

The college authority needs be in all its activities and accountable to the public.

1. The Practice:

Teachers should be alert with the mind of the local people and college authority should be hand in hand for proper channelized development of the institution, The college has been approaching some local elite and generous persons for the encouragement of meritorious and multitalented students of the institution. As a result, the following incentive awards along with certificates have been introduced in the college since the year 2014-15.

1. Mayanglambam Komol Singh Memorial Award for Commerce.
2. Naorem Iboton Singh Memorial Award for Economics.
3. Moirangthem Manjuri Devi Award for Education.
4. Pukhrambam Shitol Singh Award for English.
5. Kshetrimayum Santombi Devi Memorial Award for Manipuri.
6. Naorem Babuyaima Singh Memorial Award for Mathematics.
7. Naorem Meina Singh Memorial Award for Physics.
8. Moirangthem Nganba Singh Memorial Award for Zoology.
9. Pukhrambam Gouro Singh Memorial Award for Anthropology.
10. Naorem Gandhar Singh Memorial Award for Chemistry.
11. Yengkhom Tampha Devi Award for Botany for Botany.
12. Naorem Haribalhab Singh Memorial Award for History.
13. Kshetrimayum Mani Singh Memorial Award for Political Science.

These Award were presented to the 1 – 10 position holders of the college in BA/B.SC/B. Com Final Examination conducted by Manipur University.

These Awards were sponsored by 13 different donors for all 13 main subjects opened in the 13 departments.

Apart from academic line, the college has also been approaching other stakeholders for introduction of scholarships in the field of sports, culture and other co-curriculum activities. These will the morale of the students. Then there will be higher rate of attendance by maintaining discipline and other codes of conduct. They will take interest in all of activities of the college like tree plantation and other programme. They will also be motivated towards other subjects. It will enhance in the implementation of New Education Policy 2020 as introduced by Government of India.

1. Evidence of success:

Many students of the college have been benefitted by the incentive awards in pursuing their further and higher studies. The awards also play a motivating role to the new students in their studies. Encouragements by the local people have a great impact on the mind-sets of the students. The information of these awards is sensitised in every programme of the college, especially Students' Induction Programme. The teachers are also motivated by the presence and participation of local people in their teaching learning process.

Recently, the college has introduced a programme in the name of PUBLIC CONTRIBUTION SERIES. The host of its kind was made practical on the 17th of April 2021 by organising an Intra College Quiz at the Multipurpose Hall. The first 10 toppers were awarded cash scholarships along with certificates. The financial support for the same was given by Yambem Satya Singh, Propitor Yambem Furniture, Kakching.

The Quiz was witnessed by many participants including founder members, founder teachers, alumni members and industrialists and also one Ex-Minister. Some of them also came forward and took initiatives, made advanced and prominent suggestions. The college is now ready for continuation of series at least once for every academic year.

1. Problems encountered and Resources Required:

1. Limited number of financiers.
2. Limited number of consultancy and collaboration.
3. The students are mainly from villages far off from Kakching . So, the attendance is thin especially amongst the ST students.
4. Poor internet connectivity.

The public contribution has a direct impact on Teaching Learning Process(TLP). It is based on the PPP model initiated by Govt. of India. When it is continued for a number of years, its outcome will be a meaningful one.

Best Practice 2**1. Title : Go Green! Save Water!****1. Objectives :-**

1. To bring the barren land into the cultivation.
2. To keep an environmental balance through tree plantation.

3. To create awareness among the students, teachers and community people on how to safeguard our environment.
4. To promote rain harvesting.
5. To develop greenery park, garden etc.
6. To create awareness among the stakeholders on the importance of plants and water in human life.
7. To maintain institutional accountability towards Society.
8. To make the institutional as an environmental hub.

1. Context :-

Geographically, college is located at the foothill of a mountain range having a moderate rainfall annually. The college possesses so much agricultural lands. All the students of the college are agrarian families. They interact with teachers through formal forums about different social issues from time to time. Therefore, college has decided to create itself as a model for them by utilizing its land optimally. In this way, the innovative concept has come into existence i.e, Go Green! Save Water!. It is one of the old and unique practices all college level.

1. The Practice:-

The college has total of 25(twenty five) acres of land and out of which about 8(Eight) acres of land are available for agriculture. Memorandum of understanding (MOU) is signed between the college authority and farmers and accordingly, they contribute financial support to college for a period of 2(two) years. The college is surrounded by different trees through it is not protected with pucca fencing.

The college has constructed 5(Five) ponds for maintain harvesting rain which can be used for all purposes especially in the water & scarcity season. The college has also take up innovative steps from time to time to keep an environmental balance by planting trees in the college campus.

1. Evidence of Success:

Seasonal planting and cropping of rice and vegetables make the campus fully green all the time. Such an environment bring about a cordial and inspiring atmosphere in the campus where farmers successfully earned their crops from for contributing financial support to the college. In this way, college always appears as a environmental-friendly campus.

1. Problem Encountered and Resources Required:

It is common phenomenon to face problems & hurdles in the process of making a college environment-friendly. Likewise, the college has problems like flood, drought, storm from time to time. There has been shortage of funds specially for promoting a good environment in the college. Inadequate and improper fencing around the college campus make it inconvenience in maintaining eco-friendly environment.

It is very necessary to seek/ get financial support from authority (State, NGO etc.),Philanthropists, community and teachers for promotion of good environment. Experts in the field of climate change and environment are to be consulted from time to time. Strengthening of ECO CLUB of the college is very necessary and at the same time, a special fund for promoting eco-friendly environment in the college campus is highly needed.

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Best practices we are adopting/ implementing in the college may be relevant or practicable to other institutions too. Such may include promotion of environmental levels and organization of different activities like quiz, debate, literary, blood donations programmes etc. in the campus and beyond. Awareness programmes on different issues may be organized in the institution and community from time to time. All these best practices make our institutions as living organism.

File Description	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:

Kha Manipur College, Kakching was established in the year 1966 with public support to serve as an institute of higher education in the Southern part of the valley of Manipur and the erstwhile Tengnoupal and Chandel areas. The college was first affiliated to Gauhati University, Assam as a private and aided college from 1960 to 1979, then to Manipur University w.e.f. 1980 as a government college. The college has a peaceful campus of an area of 25 acres of land. The surrounding natural beauty and tranquility of the campus provide a proper site for academic atmosphere. It is a degree college with 13 subjects in Arts, Science and Commerce. The lush green play ground provides an ample opportunity to construct various sport- based avenues. The college has many associations and clubs run smoothly by the faculty members of the college. Quiz Club, Cine Club, Drama Club, Debate Club, Eco Club, Career Counselling Cell, Staff Welfare Association to name some. Besides, the three streams provided, the college also has vocational courses on Tourism and hospitality Management, Food Processing and Engineering and IT and ITES. The college has also a beautiful botanical garden endorsed with different floors unique to the region. Separate hostels for boys and girls are also provided. National and International Days are also being observed. For instance, National Science Day on the 28th of February, World Environment Day on the 5th of June, International Yoga Day on the 21st of June, International Day Against Drug Abuse and 11licit Trafficking on the 26th of June, Gandhi Jayanti on the 2nd of October, World Teachers' Day on the 5th October, United Nation's Day on the 24th October. Casually, the college also observes constitution Day on the 26th of November and NOC Day that falls on the 4th Sunday of the month of November. The college has also been presenting incentive awards to the position holder students of all the department of the sixth semester examination of the Manipur University. The college also observes college week every year in the month of February or March. The college also conducts internal assessment twice a year in the months of March and September.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The college will always be striving towards the promotion of quality education and upliftment of local people drawn from weaker sections of the society. It will enhance for the improvement of academic and non academic activities for diverse communities. It can boost in building of National integration. The institution will also work for the promotion of sports, culture, language and other fields.

The college is also focussing on the increase of research and extension services in collaboration with industry, community and non govt. organisations. The institution will sensitive its students and staff to beautiful social and moral values, rights, obligations, duties and responsibilities of a good citizen. As a part of strategy for optimum utilization of resources, the college makes lease of its agricultural lands to local farmers. This strategy has two way advantages- the farmers are benefited by using these lands by paying a minimum amount and the college is also in a position to earn at least a minimum revenue.

Concluding Remarks :

1. We have a great area of land which can be utilised for development programmes.
2. We have a great pleasure in the renovation of Botanical Garden. We would like suggestions from many walks of life for smooth working of the same.
3. Our incentive awards become a morale boost for the younger generation.
4. Public contribution series is mainly undertaken to bridge the gap between the institution and the surrounding community. It is a tool for the better development of the institution as well as the society/community as a whole.
5. We need a mini sports complex at our playground
6. The college is seeking suggestions and advises from renowned persons of different walks of life for the implementation of New Education Policy 2020.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p><i>1) Students</i></p> <p><i>2)Teachers</i></p> <p><i>3)Employers</i></p> <p><i>4)Alumni</i></p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. Any 1 of the above Remark : DVV has select D. Any 1 of the above as per shared report by HEI.</p>
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: D. Feedback collected Remark : DVV has given the input as per metric 1.4.1</p>
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors ?????????????? ???????</p> <p>Answer before DVV Verification : 56 Answer after DVV Verification: 32</p> <p>Remark : DVV has excluded those teachers experience of faculty who have left the institution.</p>
3.1.3	<p>Number of Seminars/conferences/workshops conducted by the institution during the last five years</p> <p>3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-</p>

wise during last five years

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : HEI has not shared relevant supporting document.

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years**3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	8	9	5	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	4	2	1

Remark : DVV has considered only publications which are in UGC-CARE list.

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**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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	9	4	1	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	3	0	4

Remark : DVV has considered the books and chapters having ISBN/ISSN numbers only.

3.3.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 392 1046 524"> <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>3</td> <td>9</td> <td>3</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 602 1046 734"> <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>2</td> <td>1</td> <td>3</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	3	9	3	2	1	2020-21	2019-20	2018-19	2017-18	2016-17	2	1	3	1	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
3	9	3	2	1																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	1	3	1	0																	
3.3.4	<p>Average percentage of students participating in extension activities at 3.3.3. above during last five years</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1055 1046 1187"> <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>300</td> <td>453</td> <td>223</td> <td>90</td> <td>45</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1265 1046 1397"> <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>200</td> <td>5</td> <td>268</td> <td>68</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	300	453	223	90	45	2020-21	2019-20	2018-19	2017-18	2016-17	200	5	268	68	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
300	453	223	90	45																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
200	5	268	68	0																	
4.1.3	<p>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities</p> <p>Answer before DVV Verification : 3</p> <p>Answer after DVV Verification: 2</p> <p>Remark : DVV has made the changes as per shared geotagged photos.</p>																				
4.2.4	<p>Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year</p> <p>4.2.4.1. Number of teachers and students using library per day over last one year</p> <p>Answer before DVV Verification : 200</p> <p>Answer after DVV Verification: 40</p>																				

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

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

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)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
100	1359	1220	1036	100

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	1356	1214	1033	540

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

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

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)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	1359	1220	1036	100

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
12	03	06	06	03

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
715	355	210	420	30

Answer After DVV Verification :

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

Remark : DVV has given 0 as per HEI has not provided supporting documents as per SOP.

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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

Remark : DVV has select D. 1 of the above as per shared report by HEI.

6.2.3 Implementation of e-governance in areas of operation

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

Remark : DVV has select E. None of the above as per HEI has not shared relevant supporting documents.

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 : A. All of the above

Answer After DVV Verification: D. 1 of the above
 Remark : DVV has select D.1 of the above as per shared report 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 select D.1 of the above as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs 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>219</td> <td>219</td> <td>219</td> <td>219</td> <td>219</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>206</td> <td>206</td> <td>206</td> <td>206</td> <td>206</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	219	219	219	219	219	2020-21	2019-20	2018-19	2017-18	2016-17	206	206	206	206	206
2020-21	2019-20	2018-19	2017-18	2016-17																	
219	219	219	219	219																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
206	206	206	206	206																	
2.3	<p>Number of outgoing / final year students year-wise during 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>616</td> <td>524</td> <td>514</td> <td>491</td> <td>404</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>650</td> <td>532</td> <td>514</td> <td>540</td> <td>404</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	616	524	514	491	404	2020-21	2019-20	2018-19	2017-18	2016-17	650	532	514	540	404
2020-21	2019-20	2018-19	2017-18	2016-17																	
616	524	514	491	404																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
650	532	514	540	404																	
3.1	<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>56</td> <td>57</td> <td>58</td> <td>50</td> <td>51</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	56	57	58	50	51										
2020-21	2019-20	2018-19	2017-18	2016-17																	
56	57	58	50	51																	

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
32	32	32	32	32

3.2

Number of sanctioned posts year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
66	66	66	66	66

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
32	32	32	32	32

4.4

Total number of computers in the campus for academic purpose

Answer before DVV Verification : 18

Answer after DVV Verification : 1