SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

N G COLLEGE IMPHAL

URIPOK TAKHELLAMBAM LEIKAI N G COLLEGE ROAD LAMPHELPAT IMPHAL WEST
795004
www.ngcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

N.G. College, Imphal was established in 1970 with the name 'City College' at Tombisana High School, Imphal under the leadership and initiative of the founder president Shri Nongmeikapam Gopal Singh, who was a dedicated philanthropist and tireless social worker and renamed as "Nongmeikapam Gopal College" on 26th June 1972 in honour of him. The College is situated about 1 km to the West from the heart of Imphal City. The location affords solitude and congenial atmosphere and conductive to the pursuit of good education. It has an area of 6.4 acres, providing sufficient area for building structures and playground.

The college was taken over by Govt. of Manipur in 1980 and permanently affiliated to M.U. as Arts college in 1987.Under University Grants Commission Act 2f and 12B, this college got recognition. Vocational Courses like- Fashion Designing, Hospitality Management, Media and Journalism, IIT-e, etc was opened up to 2019

The main Vision of the college is to mould the student into ideal citizens and thereby fulfil social values and obligations. And the main Mission of the college is- "To introduce innovative techniques to make the teaching-learning process more effective". To achieve this vision and Mission the college has its organisation structure and participatory management system with different committees. The IQAC of the college was formed in 2012-13 and trying to increase the quality of teaching-learning process and collected records step of administration and academic activities and achievements of faculties.

On the other hand, IQAC Team of the college has been trying for asses NAAC assessment accreditation. All things relating to self-evaluation, self-monitoring and self-Improvement have been taken up. But the progress was not up to satisfaction. The IQAC Committee was reconstituted due to transfers and death of coordinator, and frequent change of Principal The new IQAC team faced many problems to prepare this SSR. But after painstaking efforts and cooperation of our members this present SSR is now being submitted for NAAC assessment process.

Vision

- To mould students from low inputs into
- To identity the latent talents and potentials of the academically poor students and mould them into ideal citizens by promoting moral values and ethics, engaging them in co-curricular activities and inculcating the concept of judicious uses of natural resources from sustainable biodiversity and environment.

Mission

* To enrich and empower the young generation through quality education.
* To achieve academic brilliance and prepare students to play a positive and meaningful role in nation building.
* To organise vibrant development programmes and services to help students identify educational and career goals and set realistic career paths.
* To make higher education accessible to the underprivileged section of the society.

* To introduce innovative techniques to make the teaching–learning process more effective and.
* To develop the potential of the students in co-curricular and extracurricular fields through participation in literary, cultural, sports, and extension activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength:

1. The College is ideally located in an urban and semi-urban environment wih a spacious area o 6.4 acres,

2. This college is the only degree college along the Uripok Kangchup Road having three Assembly constituencies,

3. Permanent teachers are selected through a comprehensive and rigorous recruitment procedure conducted by the Manipur Public Service Commission,

4. Enrolment of students is one of the highest among the arts colleges in the state,

5. Faculties are well qualified and empowered regularly by attending orientation programme, Faculty Development programme, Short term courses and Refresher Programme at every interval,

6. Result over the previous five years has been hovering around the 90% and above mark which is well appreciated.

Institutional Weakness

1. The colllege being a government college has a poor infrastructure. The number of classrooms need to increased.

2. Beside all the classrooms of the college is not well equipped with modern teaching and learning gadgets.

3. Teaching faculties are inadequate and also unevenly distributed to the needs of the increasing number of students enrolled during the last five years.

4. Administrative staff or the non-technical are also inadequate in number. Out of 22 posts sanctioned by the Government of Manipur, only 6 permanent staf are stationed at the college,

5. The college has only art faculty, so opportunity for a healthy growth of multi-disciplinary subjects is not available.

Institutional Opportunity

Since there is no degree college offering science and other job-oriented coures along this Uripok-Kangchup

Road, N.G. College has opportunity for openning such other courses. This will give avenues to the people living in the catchment areas for taking advantages of the job-oriented courses offered by the coleges as well as the general student population of the state.

The educational institutions in the state could not offer the eer-emerging job-oriented courses and as a result, a huge number of studets are compelled to seek admission to other institutions far from the locality and outside the state every year. This college has the opportunity to open such job-oriented courses so as to accommodate them up to a certain extent.

Institutional Challenge

1. Due to financial constraint of the state and this college being a government college under Government of Manipur, it is facing paucity of fund for intrastructure development.

2. The appointment of regular faculty members is quite challenging. Most staff are aged and many have retired in the last two years which is one of the biggest challenges.

3. The shortage of manpower in library is also one of the major challenges the college is facing today. It is holding back the college in educational and library management.

4. The college could not offer the courses which have high potential for employability and upgrade to the ever-increasing demand for multi-faculty institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution followed the curriculum of M.U. Imphal. The faculty of different department planned to complete the syllabus before their semester Examination. The working number of days are calculated base on the annual academic calendar. An annual Academic calendar is maintained to fi with the university calendar. It adheres to fulfil the number of lectures required in each unit and paper of the syllabus. Time of continuous Internal Evaluation (CIE) National and State observances, field work of Geography, Sports Meet, Annual Fresher's Meet, Literary Meet, Publication of College Magazine, Election of Students Union, etc are included in the academic Calendar. And also review the time-table.

The Institution has 2 members in BOS/Academic Council, 2 teachers nominated in question Setting, 4 teachers got research guideship and many teachers evaluated the University Examination different seminars.

The Institution got permanent application for 8 (eight) elective courses from M.U. and the whole elective course are opened offer to the college. The institution has no add on course. But some certificate courses are opened in the college. It has certificate course and percentage in certificate course are.

Teaching-learning and Evaluation

An Admission Notice is issued before starting admission mentioning qualification, cut of marks, period of issuing from number of sanctioned seats, reserved seat, etc. Nearly 100% and above of the sanctioned seat were admitted in the college.

Prior to starting the classes of the new session, an induction programme was organised and given information about the course, rules and regulations, attendance, time-table, academic calendar, examination structure, of employment, etc. by the coordinator and Head of departments od different course. The full-time teacher ratio for the year 2019-20 is 1:18. And percentage of full-time teachers against sanctioned post from the last five year is 75.92% Geography and Education Department conduct project work and field survey as a part of their course. It helps to get first survey as a part of their course. It helps to get first and knowledge, experiment on their own, thinking skills creativity and analytic power. College has two NSS Units and performed collective programmes like Social Service, National observances, etc. It helps to enhance and develop their leadership qualities, Friendly relations, sense of voluntarism etc.

The college use ICT tools in teaching-learning process in addition to the traditional classroom LCD projector, Smart boards, Audio System, online sources to expose the student to a wide range of knowledge, etc are used. There is a computer laboratory classroom as certificate course to help the students to familiar to internet connection to promote e-learning, online classes, etc The WhatsApp group for all departments/ faculty for mentor-mentee, Semester wise, etc are formed to disseminate from time-to-time information & sharing knowledge outside classroom.

The college has 18 Ph.D. holder teachers out of 37 full-time teachers and most of the te4achers are experienced teacher as served more than 5 years. Internal Assessment Exam are conducted as routine work and part of evaluation process of University The percentage of passed students of this college for the last 5 years is 90.01%.

Research, Innovations and Extension

This criteria 3 reports the achievements of college specially for faculty members of this college regarding holding of minor research projects, organising of seminar, workshop, symposia, etc., Extension activities, MOU signed between other, industry, corporate, etc.

During the last 5 years, 7 minor research projects were undertaken by 6 teachers and incurred Rs 14.10 lakhs for these projects faculty members of this college published 52 papers in journals and 41 papers in chapter in books. Nearly 15 extension works and outreach programme were conducted by the NSS Units of this college with collaboration with NYK, Industry, Local Voluntary Organisation and Govt. department Programme of SWACHH BHARAT, EK-BHARAT SHRETA BHARAT, SWACHCHA BHARAT SUMMER programme, Integration camp, Adventure and Trekking Camp, Awareness programme on Atrocities Against Women, HIV, Hepatitis Screening Test, etc. can be mentioned. This college also have signed 5 MOUs regarding faculty exchange, Internship, on the job training, etc with other college, industry and corporate houses.

Infrastructure and Learning Resources

The college has enough infrastructures. It is an Arts stream college having 8 departments, namely Economics, Education, English, Geography, History, Manipuri, Mathematics and Political Science. All the departments have separate rooms and have proper light and ventilations. Every department has Wi-Fi connected desktop

computers. All faculty members of a department have separate cushion chairs and tables for their own. The college has 14 classrooms/seminar hall of which 7 classrooms have smart classroom facilities and 2 have Interactive flat panel. Wi-Fi facility is available in the college campus both for the students and staff to enable access to internet facilities. The college has large auditorium hall as well as a seminar cum conference hall. The college also has large indoor hall where indoor sports facilities are available including a boxing training facility. It also has separate boys' and girls' common rooms. R.O drinking water facilities for students and staff are also available. The college has library with an adequate number of books (both text books and reference books). It has around 16000 text and reference books. The library is semi-automatic, and also made available some online resource study materials. There is separate reading rooms for teaching and non-teaching staff and the students. In addition to books given by the Government, the college also buys books whenever necessary arises. The students mainly thought two units of NSS and Staff take an important role in maintaining the beautification and cleanliness college campus.

Student Support and Progression

The College under IQAC N.G. College is trying to enrich quality education. The college has always trying to inform the students the various scholarships provided by the Government, and some of the eligible students are benefitted by such scholarships. The college also provided fee exception of these students who participated and enclosed sports certificates of national or international level. Some amount is also given to those meritorious students who are newly admitted and just pass out students of the college. The college has also Grievance Redressal Cell to probe into the students grievances. It redresses the grievances at individual and class level and grievances of common interest of the students and sometimes also from the parents. The college has also Anti-Ragging Cell to address the problem of students. The College through IQAC has been trying to record the progress reports of higher study as well as placement of the outgoing students.

The College has also annually elected Student Union with Principal and Vice-Principal as its President and Vice-President respectively. The student union is designed to provide leadership roles, organisational skills as well as other needs of the students to the elected students for the overall welfare of the students. At the same time the college supports students in the participation of different sports, socio-cultural activities and other related events organised by other colleges and Manipur University, and participation to all India level. The college encourage and promotes their talents by extending all possible support to those interested and talented students. The college has also Alumni Association known as N.G. College Alumni Association which was formed in 2012. It has been working steadily since its formation.

Governance, Leadership and Management

The college has its own vision and Mission to achieve the vision the college has its own organisation structure and participative management system under different committees compose of teachers staffs and students decentralised the power in decision making are prevailed in this college.

The coordinator, convenor and head of departments work independently by allocating assignments and workloads to their members and faculty members Development Committee deals all developments relating to infrastructure construction works. Renovation, submission of DPR to concerned authorities etc. over all supervision is under Directorate of Higher Education Government of Manipur.

The college started launching/ apply of digitisation in Finance and Accounts, Admission and Examination. All

staff both teaching and non-teaching staffs enjoyed all facilities of Govt. employees Transferable to all Govt. colleges' faculty development programmes like. Attending and organising of Seminar, Workshops, Refresher, and Orientation etc. and in publication of research works.

Promotion and Placement of staff and teachers are carried out under the rule of Manipur Govt. Service Rule and Rules and regulation of U.GC.

Financial Management System was done with the help of Finance Committee. Internal and External audit system was done by A.G. and C.A.

Staff Salary and fund for main development works are coming from State Govt. and U.G.C. few amounts for college maintenance are collected from admission of students. At the same college is planning to get some resources from led out of Swimming Pool and Indoor Hall.

IQAC of the college is trying to increase the quality of the Teaching Learning process and records of every step of administration academic activities and achievement of the faculty. Also trying to reformed/upgrade to digitized one. IQAC performed meeting whenever it require and analysed the feedbacks for improvement. The college has 4 certificate courses as Job-oriented course in support of their regular Learning System and participated in NIFR

Institutional Values and Best Practices

The College give importance to the safety and security of the students. Local clubs and organisation are encouraged to participate in different programmes to bring about coordination with the college authorities. The college also observed important days related to environment, pay tributes to freedom fighters and state heroes, International Women's Day, Awareness programmes on AIDS. etc and other flagship programmes under the direction of GOI, UGC, & Directorate GOM. Energy conservation is given priority and solar energy and LED bulbs are used to minimize its consumption. The college through NSS organized various programmes to address the local community and societal need. The college adopts best practices in making the campus green in-order to make it an integral part of present-day educational system as the concept of green campus offers any institution the opportunity to redefine its environmental culture. The college follows a blended mode of teaching learning by combining both the information and communication technologies and the traditional Chalk-Talk-Walk technique to revitalize both the teachers and students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	N G COLLEGE IMPHAL
Address	Uripok Takhellambam Leikai N G College Road Lamphelpat Imphal West
City	Imphal
State	Manipur
Pin	795004
Website	www.ngcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Lairenjam Manglemba Singh	03852-950911	8732811756	03852-950911	lmanglemba2019@gmail.com
IQAC / CIQA coordinator	Laishram Robin Singh	03852-412623	9436443454	03852-000000	lairobin1960@gmail.com

Status of the Institution	
Institution Status	Government

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

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	21-12-1970

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	20-05-1988	View Document
12B of UGC	20-05-1988	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

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	Uripok Takhellambam Leikai N G College Road Lamphelpat Imphal West	Urban	6.4	3440

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	xii	English	90	90
UG	BA,Education	36	xii	English	90	90
UG	BA,English	36	xii	English	90	90
UG	BA,Geography	36	xii	English	45	45
UG	BA,History	36	xii	English	90	90
UG	BA,Mathematics	36	xii	English	20	4
UG	BA,Manipuri	36	xii	Meitei\/Manipuri	45	45
UG	BA,Political Science	36	xii	English	90	90
UG	BA,General	36	xii	English	90	90

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				43
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				43
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				4
Recruited	0	0	0	0	0	0	0	0	2	2	0	4
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				22
Recruited	3	3	0	6
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	5	5	0	10
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 Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	8	6	0	18
M.Phil.	0	0	0	1	0	0	1	5	0	7
PG	0	0	0	4	2	0	3	3	0	12

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	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	1	0	1

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	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	2	1	0	3

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	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	307	0	0	0	307
	Female	245	0	0	0	245
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	7	9	6	4
	Female	8	4	4	4
	Others	0	0	0	0
ST	Male	28	32	54	51
	Female	30	28	49	48
	Others	0	0	0	0
OBC	Male	12	25	33	27
	Female	10	20	23	30
	Others	0	0	0	0
General	Male	31	35	56	42
	Female	24	27	43	25
	Others	0	0	0	0
Others	Male	0	0	1	2
	Female	0	0	1	1
	Others	0	0	0	0
Total		150	180	270	234

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
88	88	88	88	88

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	9	9

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
732	456	496	479	550

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

2019-20	2018-19	2017-18	2016-17	2015-16
182	125	127	100	78

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
124	127	179	178	86

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

2019-20	2018-19	2017-18	2016-17	2015-16
36	37	27	29	20

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
44	43	43	43	30

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 14

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
23.20	19.76	16.47	16.11	12.77

4.3

Number of Computers

Response: 66

4.4

Total number of computers in the campus for academic purpose

Response: 39

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:

For a successful and effective execution of the curriculum, an academic committee of the college is formed with the aims and missions of effective curricular delivery. Each department prepares academic calendar and it contains the activities to be carried out during the academic year. The college academic calendar is prepared on the basis of departmental calendar of all departments and various committees. The final drafts are placed in the IQAC meeting at the end of the previous academic year for discussion and to incorporate additional inputs if any. The teaching plans consist of detailed apportionment of the syllabus among all the faculties of a particular department. The apportioning is done democratically through discussion and deliberations among faculties in departmental meetings. Faculty members take utmost care to complete the syllabus in time. Tutorials and internal assessments comprise the formal evaluative processes, but students are encouraged to meet faculty beyond classroom hours for doubt-clearing and curricular discussions. Extra hours are devoted to taking remedial classes to bolster students' preparedness before University examinations. Periodic meetings of IQAC take stock of the progress of teaching learning, among other things and meetings of the Department with Principal are other forums where progress of the delivery of curriculum are regularly monitored and necessary course corrections are initiated.

In addition to this, various steps are streamlined for implementation of curriculum of the university as the following:

1. effective academic planning and implementation is strictly carried out under the supervision by the HODs.
2. a weekly general time table is framed to adjust all classes for all subjects with the available classrooms.
3. the college library is the power house where the teachers and students can collect teaching and learning materials for effective completion of curriculum

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

Response:

In accordance with the academic calendar of the Manipur University, the college adjusts the academic calendar for the examination and add on courses. The academic calendar is prepared well in advance of next academic session. The academic calendar is displayed on notice board for reference of the students and staff. It is also uploaded on college website for the all-time information of the students and stakeholders. It carries approximate schedules regarding admission process, teaching-learning schedule, assignments, curricular and co-curricular activities, extra-curricular activities, major departmental and

institutional events to be organized and dates of holidays. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of the academic calendar of the college. The students are provided ample opportunities to expose their hidden talents and qualities in various functions organised by the college. Keeping in mind the importance of ecological balance, Word Environment Day is observed in the college as a part of the academic calendar. Small trees are planted in and around the college campus. On this day the teachers and students participate in the tree plantation. It makes the college campus more beautiful and adds to the greenery of the place thereby creating a bond of love towards nature in the minds of the students and also a healthy place for all. Teachers of some subjects like geography and education carry out field works with the students in the college campus and sometimes outside the campus as the situation demands. It is also a part and parcel of Manipur university academic calendar which is being carried out by N.G. College. The college annual sports meet is being regularly organised with the aim to promote team spirit among the students thereby spreading a message of discipline amongst them. The annual literary meet is also another platform for the students of the institution to nourish and expose their literary output which is also a part of the academic activities of the students. The most important medium for intellectual exercise of the students is the publication of the annual college magazine. Students with different academic backgrounds can share what they have learned and experienced in their life. Magazine plays an important role for the promotion of the intellect of the students

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]

1.2 Academic Flexibility

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

Response: 100

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

Response: 9

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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:

The curriculum of the institution provided by Manipur University gives a vivid outline for the issue related to the need of the hour such as Gender, Environment and Sustainability, Human Values, Professional Ethics. These issues are worth mentioning because of its importance in moulding the creative minds of students and boosting their morals to a plane where they may become responsible citizens of the nation. In the curriculum students are provided the opportunities to expose themselves to the amazing world of discipline where they experience and understand moral value, spirit of truth, environmental awareness, professional ethics etc. The institution follows the university curriculum which provides the students to study the issues related to gender inequality.

- A topic on feminism which is found in the fifth semester of the elective English. It discusses in

detail the various gender issues on women. From the humanitarian point of view, all plays, novels, short stories and poems prescribed for study of the undergraduate elective English course, which is an integral part of the curriculum, enhance and promote the spirit of human and ethical values in student's mind.

- The curriculum contains a topic on 'Environmental Education' in unit V of the fourth semester of the Education subject. And it becomes imperative that human values are inculcated in the minds of the people from young age. Certain topic like 'Development of Social, Moral and Spiritual Value,' leading to self-actualisation and successful living is found in the unit I of the first semester of the elective Education course.
- An issue on gender with special reference to women empowerment is being discussed in third semester of the General Foundation Course. entitled, 'The Manipuri Women and the Changing World' which focuses on gender inequality and women empowerment on various levels such as social, political and economic aspects of different communities with special reference to Manipuri society.
- The topic, 'Women Empowerment' is found in the third paper of political science in the unit III of the Manipur University. This particular topic of women empowerment deals with the concept of liberation of women from social bondage of women in order to give power to women for a better position in the society and for a better society as well. The problems and prospects of women empowerment is minutely discussed in this unit. The students are enlightened about the various socio-political issues on women by critically analysing on the issue with special reference to the different cultures, customs and traditions of different communities of Indian society.
- Environmental sustainability, a burning issue of the globe which is found in the curriculum. Environmental study is found in the fourth semester paper of General Foundation Course. The objective is to create the awareness about environmental problems and its remedies. Students are made of environmental degradation in the context of present global scenario. Students are provided with detailed information about urgent needs to be taken up for preservation and conservation of environment and sustainable utilization of natural resources for a clean and better future generation.

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

Response: 2.27

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

File Description	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: 27.05

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

Response: 198

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: C. Any 2 of the above

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: C. Feedback collected and analysed

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 96.48

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

2019-20	2018-19	2017-18	2016-17	2015-16
363	231	254	180	155

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
363	250	254	200	155

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: 83.87

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

2019-20	2018-19	2017-18	2016-17	2015-16
174	100	100	74	71

File Description	Document
Institutional data in prescribed format	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:

After the admission of First Semester students in different courses, Induction Programmes are organized. In the Induction programme, the students are explained about the B.A. programme and the different courses of study, course structure, curriculum, course contents, and academic calendar of the college, examination structure, and scope of employment with regard to the specialized field of studies by the course co-ordinators of different courses and heads of different departments.

In the programme, the students are also given necessary information about the rules and regulations of the college, attendance, time-table, teacher-pupil relationship and facilities provided in the college.

Students come from different backgrounds of study and it is very important to assess the learning level of the students so as to ensure rigorous alignment in teaching-learning process. As such, prior to starting of the classes, the students are identified as Slow/Advanced Learners according to the marks obtained in Higher Secondary Certificate and performance in the entrance test.

For slow learners, the following strategies are taken up.

- There are Tutorial/remedial classes for such students after class hours where doubts and difficulties of the students regarding the subject are resolved.
- Students who are frequently absent and shown poor performance are dealt by communicating with their parents. If required, extra classes are also conducted if the syllabus could not be completed in time and it is taken care that students attend the classes and participate in the teaching-learning process.
- The students are counseled if they have any psychological problems. Mentors also guide the students in a friendly way as how to achieve their goals successfully.
- The career guidance cell also looks into the matters of students like better results in the examinations, regularity in attendance, active participation in co-curricular activities, maintaining good discipline in the campus and a cordial relationship between the teacher and students.

The concerned faculty identifies the advanced learners based on:

- internal assessment and end semester examination,
- active involvement and participation in classroom/academic affairs.

For Advanced Learners, the following strategies are taken up:

- The students are motivated with awards and prizes for their achievement in scholastic as well as non-scholastic areas.
- Computer facility is also provided to the students.
- Classes/Talk programmes are conducted in the college by inviting experts from various fields of study-colleges, universities, industries, and media to help in their personality development and career guidance.
- Departmental seminars, quizzes, and group discussions are held in order to develop analytical skills and problem-solving ability.

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

Response: 20.33

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:

Experiential Learning:

- Learning through experiences develops the ability to solve real life challenges, critical thinking and creativity, promotes team work and communication. The college imparts such kind of learning so that the students become a responsible and productive member of the society.
- Education Department conducts Project Work which is a part of the B.A. 6th Semester syllabus. The students have to do a small research on their own on a particular topic under the guidance of a supervisor. This kind of learning helps the students to solve problems on their own, develop critical thinking and creativity also.
- In Geography Department, field surveys are undertaken by 3rd, 4th, 5th, and 6th semester where the students get a chance to get firsthand knowledge, practical are also carried out in the Geography laboratory by 3rd, 4th, 5th, and 6th semester which gives the students a chance to experiment on their own, socio-economic survey is done by 6th semester. This enhances the student's thinking skills, creativity, and analytic power.
- The college has a computer laboratory with Wi-Fi facility where IT knowledge are imparted to the students

Participative learning:

- Internal and external tours are arranged every year for the students.
- Students are encouraged to participate in Inter-collegiate events like Manfete, Inter-college festival etc. which are held every year and students from different colleges participate and gets a chance to interact with one another.

- NSS Camps are organized from time to time where student volunteers get the chance to develop their leadership qualities, also develop friendly relations with target community, awareness programs are given on in the neighboring community of the college
- Field trips are also undertaken.
- To make learning more interactive, seminars, workshops, quizzes are organized from time to time.

Problem solving methodologies:

- The Career and Guidance Cell of the college guides the students on matters relating to jobs, further studies, and competitive examinations.
- Tutorials are conducted to prepare the advanced learners to reach the height of excellence in various competitive examinations and the slow learners to achieve at least the Minimum Levels of Learning (MLL).

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

Response:

The college makes use of ICT enabled tools in teaching-learning process in addition to the traditional classroom education. Efforts are being taken by the college to provide e-learning atmosphere in the classroom so as to enhance the teaching-learning process in the following ways:

- Besides the chalk and talk method of teaching, teachers make use of ICT enabled tools such as LCD projectors, smart boards, PPT, Audio system, and online sources to expose the students to a wide range of knowledge resourcxes.
- The college are Wi-Fi enabled to enable the students to access the learning materials whenever they like.
- There's a computer laboratory with an internet connection to promote independent learning.
- E-books and e-journals are available in the library as the library is inflibnet enabled.
- Whatsapp groups are formed by the concerned departments and relevant information is given to the students from time to time. This helps in sharing knowledge outside the classroom also.
- Ocassionally Teachers are given training for better use of ICT tools.
- The college has a dedicated ICT room with more than 40 computers in this regare.

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

Response: 29.28

2.3.3.1 **Number of mentors**

Response: 25

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 72.95

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: 43.82

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**

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	13	14	7

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: 9.67

2.4.3.1 **Total experience of full-time teachers**

Response: 348

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:

Transparency of internal assessment at college level

- Internal examinations are conducted in the college to track the learning progress of the students. To

cope up with the weak students, remedial measures in the form of tutorials are taken up.

- The students are given information about the evaluation process, question pattern, distribution of marks both of internal and university evaluation through prospectus, notice boards. Further, the concerned subject teacher elaborates on nature of questions, weightage and type of questions that will be asked in the examination.
- The college also notifies the students with their allotted supervisors for carrying out project work, field surveys.

Robustness in terms of frequency and mode

- Mid-term examinations are conducted before the end of each semester. In a year two mid-term examinations are held in order to track the level of learning of students and the marks are made available to the students so that they can make an improvement on their weakness.
  - In classrooms also group discussions, question and answer sessions are held to test whether the students have understood a lesson or not.

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

Response:

Any matter related to internal examination is handled by the relevant teacher. The doubts and queries on the part of the students are taken care by the concerned faculty. The students are given strict instruction that they have to attend the internal examination compulsorily. If they fail to do so, reasons are asked and home assignments are given in order to bridge the gap between those who attended the examination. Students with poor attendance and performance in class are duly examined and the Parent-Teacher meetings are arranged to solve the underlying problem.

In case of any complain related to University end examinations, the students are guided properly by the Examination Committee of the college. The student has to write an application to the Controller of Examinations, M.U. by paying a relevant fee on any matters related to evaluation.

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:

Teachers are communicated about the Programme Outcome (PO) and Course Outcome (CO) in academic meetings held in the college. The IQAC in collaboration with Academic Committee analyses Programme and course outcomes. Students are also made aware about PO and CO in the classrooms by the respective departments as well as during the annual induction programme conducted by the Institution. PO and CO are also posted in college website and college notice board. Every Department has analysed its program

outcome in the departmental meetings. Student are made aware of the program specific outcome also. The program outcome are discussed by with students by Teacher from departments

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

Response:

The college evaluates the attainment of Programme Outcomes and Course Outcomes s in the following ways:

- Programme Outcomes and Course Outcomes are assessed from the marks obtained by the students in the internal examinations and end-semester examinations.
- The Extra Curricular activities are also analyzed while accessing Programme Outcomes and Course Outcomes
- The college keeps a track of those students who have gone for further studies and who got jobs.
- The entire evaluation about attainment of Programme Outcomes and Course are done by the members of respective departments under the guidance of Internal Quality Assurance Cell in

There's a feedback system in the college where the students of 6th semester are asked to provide feedback regarding the merits and drawbacks of teaching-learning process, faculty members, departments etc.

2.6.3 Average pass percentage of Students during last five years

Response: 95.45

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

2019-20	2018-19	2017-18	2016-17	2015-16
118	123	175	179	81

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

2019-20	2018-19	2017-18	2016-17	2015-16
124	127	178	193	86

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.38

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

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: 14.35

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
.85	.20	.75	4	8.55

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: 17.78

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	1	3

3.1.2.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	9	9

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: 8

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	0	1	2	1

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: 0.07

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

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: 0.84

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**

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	7	12	3

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:

Through a number of extension and outreach programmes the college at its best level tries to sensitize the students as well as the faculty members to develop social values, widespread their responsibilities and knowledge in societal issues and community services. Under the able guidance of IQAC team the dedicated students and NSS volunteers of the college are trying a living contact with the community where the institution is located. The 2NSS units of our college with its motto "Not me but you "and goal "Education through community service and community service through education" carry out various extension and community development programmes for the last five years in different adopted villages.

A number of students used to participate in numerous programmes conducted by Nehru Yuva Kendra, Manipur University, Youth Affairs &Sports Department, Health Department, &other Government and non-Government organizations in collaboration with the College. The two NSS units of the college conducted many regular and Special Camping programmes in the college campus, its surrounding areas and adopted village areas. The adopted village of NSS unit of NG college was Meitei Langol, Lamphelpat but the Year 2018 onwards Takyel Village, New Cachar Road Imphal becomes its new adopted village area where a number of social activities were done by the NSS units. Programmes viz. afforestation, gender issues, awareness of Health and senitization, etc were done during the last few years by the NSS volunteers of the college.

The screening of Hepatitis B&C programme conducted as a part of NSS Special Camp, 2017 on 18/4/2017 in collaboration with MYLAN CSR Project MNP+ benefitted not only the students, members of teaching and non-teaching staff of the college but also many members of neighbouring community. The Swachh Bharat Summer Internship Programme conducted from 1-31st May 2018 under the supervision of Ministry of HRD, Government of India in collaboration with the College students and NSS Volunteers could provide a lot of benefits to the village community of Takyel in a number of ways viz. awareness on the knowledge of senitization and health guidelines to the women, knowledge of construction of proper sanitary toilets, conservation of water and water purification and construction of drains. Other extension activities of the college included the conduct of inter college debating competitions and participation of students in a large scale in which one student could achieve third prize, participation in the inter college song competition and dance competitions. Many NSS volunteers also participated in a number of outreach programmes such as National Integration Camps, Adventure Camp for Youths conducted by Nehru Yuva Kendra, Skill Development Leadership and personality Development programme orgd.by NSS MU in

collaboration with the Ministry of YAS, Government of India and also Ek Bharat Shrestha Bharat, a cultural exchange programme at Madhya Pradesh and also Swachh Bharat Mission programmes and Swastha Pakhwada programmes during the last 5years.

Major activities are done through: -

1. Afforestation programme under Mission Go Green programme
2. Skill Development programme
3. Senitization and Health Awareness programme
4. Swachh Bharat Mission
5. Swachh Pakhwada Programme
6. Debate and cultural programmes

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

Response: 2

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.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	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: 5

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**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	4	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 4.14

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**

2019-20	2018-19	2017-18	2016-17	2015-16
0	30	70	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	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**

2019-20	2018-19	2017-18	2016-17	2015-16
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:

The College is an Arts stream college having 8 departments, namely Economics, Education, English, Geography, History, Manipuri, Mathematics and Political Science. And the college has sufficient area of 6.4 acres. All the eight departments have separate rooms and have proper light and ventilation. Every department has a wi-fi connected with computer desktop to be used by the department's faculty members. For Geography Department, all minimum laboratories equipment's are available. All faculty members of every department have separate cushion chairs and tables for their own. And every department has its own standard Almirah for Departmental Library.

The College has 14 classrooms including one ICT lab with 40 Computer, One Geography classroom With Eyeris Smartboard and 7 Smart classroom facilities. Wi-fi facility is available in the college campus both for the students' and staffs both teaching and non-teaching insuring all time access to internet. The College has a separate a well wi-fi connected room for the office of the IQAC, N.G. College. The College has adequate buildings for teaching.-learning facilities. The main building consists of Principal's office with its staff office, vice-principal's office, departmental rooms, class-rooms including ICT classroom and 7 smart classrooms. The college library is attached to the main building through a corridor. It is a little modernised library with internet facilities including N-List facilities. It has around 16000 textbooks, rare books, government publications, magazine etc. with daily national and local newspapers. There is a separate daily reading room for teachers & Staff as well as for the students. Subject wise book codification is done in the library by the staff of the library. Photo copying facility is also available to the needy students and staff.

There is a separate building and room for the student's Union having both Boys' and Girls' Common Room. And here, students' related matters are discussed by the students with their elected representatives. The college has one canteen which provides the needs of the staff and the students. There is a large parking facility for two and four wheelers of the staff and the students.

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

Response:

of the total areas of the college. It stretches to the southwest of the compound. The college has different infrastructures and buildings for different extra-curricular activities like culture, games sports, etc.

Culture Activities

The College has no any asset/unit for cultural activities. But the students have their own talents in culture,

The College has an area of 6.4 acres. The main building of the college occupied

like-dance songs etc. They participated to state and national cultural festivals and took Prizes.

* Annual Literary Meet

* Annual Debating Competition

* Jubilee Hall

* Indoor Hall

Games and Sports

The college has a swimming pool, a multipurpose indoor hall and a Jubilee Hall. The swimming pool and multipurpose hall are running by smoothy by forming management committees in collaboration with two voluntary organization. The college got some incomes from the management of swimming pool and multipurposed indoor Hall. Some students of the college also participated inter College tournaments like-badminton, football and took many medals

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: 64.29

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 9

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

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

Response: 50.03

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

2019-20	2018-19	2017-18	2016-17	2015-16
11.00	10.50	7.00	8.50	6.94

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 Library at N.G. College is partially automated using Integrated Library management Software. The Library contains more than 16000 books, periodicals, references, national and international journals. It is automated using Integrated Library Management System (ILMS) computerized with Software for University Libraries (Soul 2.0) Software. Cataloguing and easy search facility has been enabled. A complete database of the books available is made through the ILMS Software.

The college also It has access to many e-journals under the NLIST program of INFLIBNET. Under this service online access to full text and databases from different reputed publishers through NLIST viz. American Institute of Physics, Annual Reviews, Economic and Political Weekly, Indian Journals, Institute of Physics, JSTOR, Oxford University Press, Royal Society of Chemistry, H. W. Wilson , Cambridge University Press , Cambridge Books Online , EBSCoHost-Net Library , Hindustan Book Agency , Institute of South East Asian Studies , Oxford Scholarship , Springer eBooks , Sage Publication eBooks , Taylor Francis eBooks , Myilibrary-McGraw Hill , South Asia Archive , World e-Books Library .

Library buildings have provision for both individual and group studies. Adequate space is provided for browsing and relaxed reading. The Library is also provide with free internet and wifi facility for browsing reading material. A copier/printer is also made available to allow downloading /printing of material from these resources.

Every department in the college has a Departmental Library for easy access of main books covering syllabus. It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet.

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: 0.16

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
.16	.16	.16	.16	.16

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: 2.86

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

Response: 22

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Though college offers only arts subject viz Economics, Education, English, Geography, History, Manipuri, Mathematics and Political Science, the college quite develop in terms of IT infrastructure The College has a well-developed IT facilities to the students and Faculties. Some of them are :

1. Almost all the departments, Administrative office as well as library have computer system with internet connection.
2. Printer are also made given to Vice-Principal Room, Non-Teaching Staff room, IQAC room and Geography room.
3. There are 7 Smart classroom available with overhead projectors with Eyeris Smartboard.

4. Two Interactive Flat Panel are also installed in the college, one each in Conference Room and ICT.
5. The Department of Geography has a special classroom with Projector and Eyeris Smartboard.
6. The computers of all the departments are installed latest version of software.
7. A schedule maintenance of Hardware is also done periodically for proper functioning of Computers.
8. The college website is updated from time to time by the Website management Committee and backup is taken from time to time.
9. The computers and printers of Vice-Principal and IQAC room is connected through LAN and proper Networking is done to share various drives of computers.
10. The whole campus of the college has Wi-Fi facility with a speed of above 100 mbps.
11. The College has a dedicated ICT room with 40 computer.
12. Library is also partially automated with SOUL 2.0, an Integrated Library Management System Software from Inflibnet Centre, Gandhinagar.
13. For better security , the 11 CCTV cameras are installed across different corners of the college

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

Response: 18.77

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 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: 15.49

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
5.00	5.00	1.00	1.50	1.94

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

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

Response:

The institute has a systematic mechanism for maintenance of all the above facilities. Some of them are maintained by signing a MoU with concerned agencies, and the others are maintained by the faculty members of the institution and skilled staff appointed by the management. At college level, there are different committees to monitor the smooth functioning of the college. The seminar hall of the college is provided to the programme and activities conducted by the local government offices and NGOs at free of cost.

Policy for Physical, Academic and Support facilities:

Being a government college, for most of its infrastructure augmentation and related activities the college depends on the State government, UGC, RUSA and other funding agencies. The college has enough space to accommodate all the requirements. There are enough classrooms for routine classes with spacious library, administrative office and other basic facilities as per the university affiliation norms. Internal cleaning of the college building is done by the support staff. Garbage Van of Imphal Municipal Corporation regularly collects the college garbage. If any furniture is damaged, it is either repaired or replaced by a new one. The college has its own canteen and is offered on annual contract basis which provides good quality food items at affordable rates and the College Canteen Committee regularly reviews its rate and gives specific instructions about the hygiene and quality of the food.

Maintenance and utilization of Library:

Library has an advisory committee appointed by the Principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and periodicals, etc. Library is partially automated; bar code system is yet to be adopted. It also uses the LMS system. Monthly cleaning of the books and racks is done to preserve them. The advisory committee makes suggestions regarding the extension of the library. It also takes decision about the Library fees, book collection late fees, deposits, weeding out policy of the unwanted books etc. The Library provides open access for all users. Library makes available different newspapers in Manipuri and English. Stock verification is done as per the guidelines of the norms. After arrival of the new books their titles are display on the new arrival section for information of staff and students. The library is using 'SOUL 2' software for automation of the library, and provides free Wi-Fi facility to students and staff. Online access to e-journals is provided through INFLIBNET N-LIST Consortia.

Maintenance and utilization of computers:

There are sixty computers in the college, out of which forty are for student's purpose and remaining are for academic and administrative purposes. Maintenance of computer is done regularly as per requirement and major work is done during the vacation by skilled staff appointed by the management. He looks after the maintenance job, such as updating of operating system, antivirus, software, hardware and technical problems, etc. In case of physical damages, we call expert from related agencies. Power back up is provided to the computer systems to use them optimally. Broadband FTTH Internet is provided and Wi-Fi units are also set up in the college. LAN and internet connectivity is regularly tested. The college website is maintained regularly by MR. LENIN.

Maintenance and utilization of Sport Complex:

We have spacious Indoor stadium, swimming pool and a large play-ground. Indoor stadium is utilized for playing indoor games such as table tennis, wrestling, chess and carom etc. We have signed a MoU with outside agencies for the annual maintenance of both the indoor stadium and the swimming pool as per the need and to maintain a friendly relationship with the neighbouring clubs of the college. Students of the college have participated at University, State and National level.

Extra-Curricular Activities:

There is a spacious Jubilee hall and a Conference Hall for Cultural and other activities. It is well equipped with the audio-visual system and maintained regularly. The Institution has a provision of budget allocation for various activities. We take care that maintenance like repair of furniture, electrical work and equipment is get to be done from respective agencies at proper rates.

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: 8.27

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
87	45	56	32	9

File Description	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: 1.71

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
13	4	7	5	19

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]
Link to Institutional website	[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**

2019-20	2018-19	2017-18	2016-17	2015-16
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: C. 2 of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.26

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	2	5	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: 11.29

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 14

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: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 20

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.**

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	2	4	2

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:

N.G. College has two students bodies- a Student Union and two N.S.S. Units. Under these, the college facilitates students' representation and engages in various administrative, co-curricular and extracurricular activities of the students.

The Student's Union is formed through a democratic process of election which is held every year. The entire election process is conducted under the principle of fair and unbiased constitution of Lyngdoh Commission. It is conducted under the supervision of the Principal and faculty members of the college. Only the bonafide students of the ensuing academic year are allowed to exercise their franchise in the election. Eight designated Secretaryships are elected from the election as representatives of students of the college for the particular year. The union is generally formed with two representatives of teachers as President and Vice–President of the union. Every Secretary is guided by a teacher as teacher-in-charge of the concerned Secretary.

The concerned Secretaries perform and look after their related activities. Apart from it, Annual Freshers' Meet, Debating Competition, Internal and External Excursion, Publication of annual Magazine, Annual

Sports Meet, Organising of Tournaments, etc. are performed in association with the union. The Union also help in organizing State Level Tournaments, Seminar, Symposium, Career counselling and such other related events of the college. Girls common room secretary is also an ex-officio member of the Sexual Harassment Cell of the College to address the issues of Sexual harassment.

Further, the College has two N.S.S. Units. The volunteers of these N.S.S. Units perform many community services and extracurricular activities like awareness campaigns on pollution and environment, door-to-door visits of house & school on sanitation and hygiene, hand washing techniques, proper disposal of kitchen and household wastes etc. in nearby villages of the college under SWACHH Bharat Summer Internship Programme. Social Service Camp and tree plantation works in relation to observance of world Environment Day, segregation of solid waste and disposal in appropriate places are also performed by the volunteers of N.S.S. units. Awareness and demonstration of making of composite pit, method of decomposing organic materials like kitchen wastes, plant parts, etc. are usually performed by the N.S.S. volunteers of the college. Before starting Awareness Campaign under SWACH Bharat Summer Internship Programme the volunteers of N.S.S. of the college send to contact the village leaders, School head masters, Head of the Institutions and family members of the selected village. They are given prior information about the programme and a suitable day is fixed to perform the programme. Then a team of volunteer along with the officer in-charge teacher of N.S.S. unit I and II went to the place and performed the programme successfully.

International/National observance days like such as International Yoga Day on 21st June, National Dewarming Day, Parakaram Diwas Day, National Cleanliness Day (Gandhi Jayanti), Fit India Programme, Irabot Day, etc. are performed by the volunteers of N.S.S. units of the college.

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: 3.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	2	3	2

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 N.G. College Alumni Association (NGCAA) was formed on 1st August, 2013 at the Mini Conference Hall of the college, at the initiative of Dr. Y. Momon Devi, the then Principal of the college. The first meeting of the formation of NGCAA was attended by 13 ex-students of the college.

The main objective for the formation of the NGCAA are:

(i)To co-operate and contribute with kind or cash as and when necessary by the college

(ii)To render all sorts of co-operation without any hesitation to get the college NAAC accredited.

NGCAA was registered on December 3, 2013 under Section 7 (1) of the Manipur Societies Registration Act, 1989 bearing registration No. 601/M/SR/2013.

Although, we have a registered Alumni Association, its activities are not remarkable and the institute is trying to revive the alumni association from the current academic session. The alumni association is also going to be re-constituted shortly.

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:

The College has a clearly defined organizational structure for an optimum & effective decision-making and its implementation. The Vision, Mission, Goals and Objectives of the institution reflect the nature of governance and participation of the teachers in the decision-making bodies of the institution. For the fulfilment of the college mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation. A two-way communication channel between the staff and the leadership is an important feature of N.G. College. The Principal interacts with staff and students at formal and informal levels, at various occasions. The college leadership maintains regular and active interaction with all stakeholders during the span of an academic session.

The faculty has freedom to give suggestions to the Principal for the improvement of quality parameters in the Institution. The participative decision-making strategy of the administration helps to achieve the Vision, Mission, Goals and Objectives of the institution.

The vision and mission of the college is uploaded on the website. The college has been seriously working to achieve the objectives mentioned in the vision and mission of the college and for that, the college has organized various academic activities and raised funds for infrastructural development from UGC, RUSA and other stakeholders.

The policies and practices of the College, academic and administrative, planning and implementation reflect the efforts of the institution towards a consistent growth for the development of society through education

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

Response:

Being a Government college, the role of Principal is of paramount importance however the college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. Major committees comprise of teachers, and many include non-teaching staff and students as well. The college has created a decentralised structure for decision making where departmental committees interface their decisions with college committees of the staff council. The Departmental Heads work independently & each Departmental Head allocates the workload, besides executing other curricular & non-curricular activities. Democratic atmosphere prevails in the college & the college has a duly elected student union who cater to the aspiration and the needs of the students under the supervision and guidance of the Principal. Various cell and committees, are managed by efficient personnel headed by a respective co-ordinator/convenor.

The context – The process of conducting election for the college student union is a very peculiar example of the decentralization and participative management because all the official members of the college participate actively to make it successful.

The Practice – Starting from the Principal, an all-out effort is made to make the process peaceful and successful. Vice-Principal, teaching and non-teaching staff are involved in the election process and the works are allocated to the various committees' member to execute it properly.

The Impact: Till date there was no form of violence and disputes in the process of conducting election and the process has always been peaceful and successful.

The entire election process is being uploaded in the college in the college website

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college has an Infrastructure Development Committee to takes up infrastructure improvement and construction of building like classrooms, indoor halls, hostels, library building, swimming pool, cycle & vehicle sheds. The development committee also deals with the renovation of classrooms and other building of the college. It also deal with of purchases equipment's and furniture's of the college.

The main sources of the fund for the development committee are UGC, RUSA state government and fund from the college non-government account. The college development committee decides on matter relating to submission of proposal for infrastructure development to UGC and state government necessary details project report (DPR) for construction and purchases of equipment was made by the committee. The construction works and purchase of equipment including furniture were minutely supervised by the development committee. Payment of bills by the principal depend upon the approval of the committee. The committee is also responsible for the preparation of inventory list and entry of stock register and records for issuance of college properties to necessary departments and faculty members. Whenever, the college building and its properties were to be used by the social organisation a private party, approval of the committee is indispensable and principal is bound to seek the approval of the committee. Such hiring of college properties and swimming pool were done from the govt offices mostly at the time of elections such of as polling booths, training of the polling personal, were done in the college buildings. Also, college buildings hired by the private organisation such as local clubs, sport or organisation who needs facilities available in college. The college charge a nominal charge of fee for such hiring except hiring by the government offices.

The college development committee sits for meeting at least at an interval of 3 months but it also sits as frequently as required on which committee resolutions. The committee is responsible for annual and five years plan preparation and its execution. The proper utilisation of the college land having 6.40 acres is the responsibility of the development committee. Presently college building structures were constructed in a plan manner so that there is minimum land use and maximum construction. The existing buildings are ground floored buildings and, in the future, the development committee has panned for vertical

development so that no further land use is adopted as a policy for future posterity. As a step [, the college has already begun afforestation program, by paling trees and by constructing rain harvesting facilities.

The college development committee also consult constructions engineer and architects for construction and development of college premises. The college development committee also nominate also an architect as a member of the committee.

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:

Being a government college, it functions under the overall supervision & direction of the Directorate of Higher & Technical Education, Government of Manipur. However, the Principal guides the College in academic progress, admission and administrative matters. He is the Chairman of the Academic Committee, IQAC, Anti-ragging Cell, Disciplinary and the Library Advisory Committee. The IQAC help the Principal in the overall administration which involves the planning of the academic calendar and its systematic implementation. The Academic committee and faculty members play an important role in executing the curricular, co-curricular and extra-curricular programmes. Head of the Departments are responsible for the preparation of Department time table, work allocation among teachers, and submission of various reports to the Principal and IQAC.

The recruitment procedure, promotional policies and service rules are as per the rules of Directorate of Higher & Technical Education of Government of Manipur and the guidelines of UGC for appointments in Government Colleges.

Grievance Redress Cell

The College has an active Grievances and Redress cell for teaching faculty, administrative staff and the students. Provision is made to voice their grievances in the College Teacher association meeting which are held bi-annually. The faculty members express their constraints regarding teaching-learning and other matters of concern. The Non-teaching staff can share their apprehensions directly to the Principal through interactions.

Redress for Student Grievances:

 Information about the functioning of the Cell is given on the Induction Program and during classes. Suggestion boxes are kept in various places within the campus. The complaints/ suggestions are collected and analysed by the grievance committee periodically and the necessary actions are initiated. In addition, the student grievances are also addressed at the department level by respective teachers and HoDs. The mentor-mentee system, class teacher also acts as first line of grievance redress. Representatives of the students' union meet the Principal to communicate and share their opinion, views and grievances.

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: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	<u>View Document</u>

6.3 Faculty Empowerment Strategies

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

Response:

Being a government college, both the teaching and non-teaching staffs avail of the facility which extend to any government employee of the state like medical reimbursement, retirement benefits, loan facility etc. as per admissible rules and regulations under the state government i.e. Government of Manipur.

However, the college also encouraged its staff to improved their knowledge and competencies by organising & attending seminars, participating in faculty development programs, orientation and refresher program etc. The college also encourages its staff for publication in books and journal by providing the necessary assistance required. The college equally share the happiness and sad moments of the employee's family life. The N. G. College Teachers Association along with the Non teaching staff members share grief and grievances in form of Financial Help through the Teachers Association Fund.

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**

2019-20	2018-19	2017-18	2016-17	2015-16
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: 0.4

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**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	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: 22.9

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**

2019-20	2018-19	2017-18	2016-17	2015-16
9	12	4	5	5

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:

N.G. College is a Govt. College. All teaching and non- teaching staffs are Govt. employees. Some of them were absorbed when the college was converted to govt. college and some of them were transferred from other Govt. Colleges. All the staff both teaching and non -teaching are transfer able to all other govt. colleges of Manipur state. Absolute data of all employees are stored confidentially with all necessary remarks of higher authorities in which they take many things into considerations.

Performance Appraisal system for teaching staff is carried out as per U.G.C norms. Every teacher took necessary program which is required for their next placement. Every teacher prepared self-Appraisal report through as prescribed format indicating their academic achievements like-participation in orientation course, Refresher course, Workshop, Seminar, Conference, publication of paper in journal and books, etc. It is mandatory for every faculty member to submit self-Appraisal report. The Head of the concerned department examines the report and gives his/her recommendation. This report is verified by the coordinator of IQAC of the college. Before submitting the report to the Principal report verification of IQAC is mandatory. Then, Principal forwards the self-appraisal report to the parent "Higher authority where absolute data & records of all employees are stored confidentially with all necessary remarks of higher authorities into consideration.

On the basis of these reports the parent department (Higher Authority) gives placement /promotion of teachers and pay enhancement accordingly.

The latest regulation of U.G.C for placements is applied to the Govt. teachers.

Regarding non-teaching staff, every non-teaching staff has sent their appraisal report to the parent/ Higher authority through Head of administrative officer i.e. Principal of the college. Principal adds his / her observation and work performance and forwards the report to the Higher Authority for necessary action. On the basis this report and information, the parent department may promote or demote the employee or transfer them to another Govt. College of the State, Manipur. On the basis of seniority in so far as, the promotion of non-teaching staff is concerned, their pay fixation is carried out as per Govt. norms.

The college conducts it academic and administrative audits from Internal & external agencies Audit section of Govt. of Manipur. So, each task is completed with quality performance and documentation by the college. The college had well performed in all these audits. Thus, the college has performance Appraisal system for teaching and non-teaching staff which aids in improvisation of the stands of the faculty members.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college is state Government College. The college has both internal and external audit system. The internal audit of the college is done through the finance committee of the college with its convener who is a senior faculty member acted as Internal Auditor when necessary arises and members of the Finance Committee acted its supporting staff as well as its advisors. When internal audit is done. This system makes transparent internal audit. The internal audit of the college is at the end of every financial year and

its reports and recommendations are submitted to the principal for implementation for the next financial year.

The external audit is done by the local audit state government and AG from Central Government Both the local and AG is carried out for period of five years Actually the external audit is to be done for every year, but the audit by the AG are carried out for a period of five years.

The minor research projects funded from UGC (NERO) and other funding agencies are also audited by a CA an engaged by the respective researchers the funds received from the UGC and other and CA audit. At the also audited by the college has also submitted utilization certificates of all the UGC and similar schemes the college also contributes its little amount to the appeals made by the government on the national calamities.

Dates of audit conducted by the college during the last five years.

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
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:

Being a Government college, a major source of funding has been from the state government. The salaries of faculty members come from Government treasury. Few contractual support staff is appointed as per the need of the college. Admission fee is as per the norms of the department of collegiate education.

As regards infrastructure the college has no option but to depend upon the Government, UGC, RUSA & other related agencies for funds. The existing resources are used optimally by the college and initiatives are undertaken for optimal utilization of its resources. The swimming pool and indoor hall are led out to Local Clubs by signing a MoU. The college also enter into an agreement with private agencies to provide

good and nutritious food at the canteen. Steps are being taken up to utilise as an exam centre at the college computer lab.

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell (IQAC) of the college was formed in 2012. As soon as the cell established in the college the process of quality enhancement and sustenance was began through different strategies. It Consistently working on to magnify the quality in all sphere of the college activities by channelized efforts towards promoting holster academic excellence. The Cell monitors the implementation of vision and mission of the college. It also prepares perspective plan of development for the college and every year. It has been trying to institutionalize number of quality assurance strategies such as digitization of academic and administration facilities, gender equality and strengthening extension activities etc.

The following two initiatives can be analyses: -

1. Development Quality Culture among Teachers: - The outcome-based education needs to upgrade the quality of teachers. IQAC took review the Status of the teachers regarding their academic activities and performances research work PhD research publication, Research guidance, conference, completion of course Refresher orientation, etc. The college has 38 full-time teachers. Out of this 18 PhD. holder, - MPhil holder, undergoing Ph.D. work by 6 teachers and 4 teachers got guideship. This college encourage the teacher to undergo and register in Ph.D. and other academic fields and to submit more and more minor research project proposals to different funding agencies like- U.G.C, ICSSR, etc. Interestingly five teachers have grabbed and completed 6 minor research projects and undergoing I1 minor research project by organized 8 seminars workshops, conference, etc. through different agencies. The teachers of this college published more than 42 papers in the reported Journals and more than 33 chapter in edited books during the last five years.

1. Quality Enhancement and sustenance through Mission of the college is to enrich and empower the young generation through quality education. To achieve this mission, the IQAC has always been trying to enhance and update administration. IQAC also tries to sustain the quality culture of the college. Every year the academic and administrative audit is conducted to create the quality culture in the college. The tradition classroom methods were transformed into digitized one. Chalk, Duster and blacked board teaching amalgamated with LCD projects, pointers, video conferencing etc. For this the teachers have been well-trained by an IT expert. Thus, the teaching learning method are being reformed by the college. The administrative staff of the colleges to run a college and has knowledge to maintain the record. So, it is highly needed to give training and teaching the new knowledge of computer and how to maintain the record, documentation and office administration.

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

Response:

The IQAC of the college is focus to teaching learning and has designed policy to assess and evaluate it from time to time. According, IQAC compliments the teaching, learning activities and modify after taking the review & suggestion in order to perceive learning outcomes the IQAC reviews teaching learning process and suggests regular expansion upgradation and addition of the requisite material, equipment, infrastructure, etc.

The institutional review and implementation of teaching learning reforms facilted by IQAC.

Add on Course: The college introduces various add on and job-oriented course in support of their regular teaching learning mythologies. As a part of effective teaching-learning process, the college uses projects internship, field visit and ICT based teaching to the students. The college runs 4 add on courses namely-

1. Fashion Designing (2015).
2. Hospitality Management (2017).
3. Media and Journalism (2017-18).
4. Computer Training (2019)

Regarding the these 4 add on courses, the college has signed four official MOUs with-KETAWN Classic group of Hotels, Free Press School of Journalisms and Daina Computer respectively. After compilation of these course some student got to media house and hotels.

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 intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The college takes precautionary steps to ensure the safety and security of students in the campus. All the students have to wear the prescribed uniform and should possess a valid identity card issued by the college authorities during their stay in college premises. This enables an easy identification of students and help the faculty members to render immediate help in times of crisis. The college has different committees to take care of maintaining discipline among the student community, simultaneously it also monitors issues relating to ragging, physical/sexual harassment of the students. Fortunately, till now no such incidents of ragging, physical and sexual harassment has taken place in the college.

At the time of commencement of every academic year the students are oriented on these issues and are strictly informed to follow the norms and regulation of the college. A complaint box is installed in the campus to help the students to express their grievances by lodging complaints through the box installed.

The girl students are ensured of their safety, security and mental health by the college. The campus is covered under surveillance by CCTV cameras installed at specific location. The students are encouraged to approach any faculty member to resolve their grievances at any time. The college plays a proactive role in sensitizing the students towards gender issues. Every year our college celebrates 'International Women's Day'. On this occasion speech, lectures, programs etc pertaining to women empowerment are made to enlighten the young girls on gender sensitivity. No discrimination against caste, creed, religion and gender is encouraged in the college or education imparted. The institution promotes both male and female students through its Equity and Non-discriminatory system.

Counselling:

The college has mentor mentee scheme with the main objective of welfare for the students. This system improves and strengthens the rapport between students and mentor. In the scheme the mentor follows the development of the mentee by providing personal counselling at the different stages.

Students are encouraged to join NSS and participate in co-curricular and extra-curricular activities. Importance is given for overall development of students through co-curricular and extra-curricular activities.

.**Common room:**

The college has provided separate common room for both boys and girls. The common rooms have essential amenities. A rest room is made available for girls in the Girls Common Room.

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

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

Response: D. 1 of the above

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:

N.G. College is a college of Arts only. Geography and Education department involve practical, but not based on chemical used. So, this college does not much concerned about waste management. On the other hand, college is committed to "Zero-Waste' and has deep concern for protection of environment. Under this aim, the college took-up the following steps of waste management.

Solid waste management:-

The main waste management of the college are as such - Segregation, Recycling, Composing, etc. At the same time, it is also tried to control/awakening "Thrown-Away" life style/concept and grow consciousness of generating less/Zero-waste Campus among the students and faculty members of the college. And, they are also aware of hazardous effect of plastic and everyone is making effort to make the college a plastic free campus.

As a part of waste management, two types of dustbins are kept at every corners of corridor. One is for non-degradable waste and other is for degradable waste materials. Plastic, Metals, Glasses, etc. are thrown into the non-degradable dustbin. And, paper, cardboards, etc are thrown into the degradable dustbin. Every students and staffs are aware to segregate the waste materials. When non-degradable dustbins are fuelled, they are handed over/disposed to garbage collector of Imphal Municipality Council.

And, when the degradable dustbin is fuelled, these waste materials are incinerated/burn with dry leaves, twigs, plant clipping from the garden and campus . The residues and ashes are used as manure for plants & vegetables. Incineration of degradable waste materials is the only work take-up by the college. Because, it is quick ,easy, sample and no cast to manage it.

Liquid waste management:-

As an arts college and no use of chemicals in the practical classes, there is no question of releasing liquid waste. Llimited liquid wastes release from canteen and washrooms are drain-out outside the campus of

the college. The waste materials from toilets are sucking out by machine of Imphal Municipality Council when they are beyond certain limit.

E-Waste Management:-

There is no much e-waste materials is the college and no plan for e-waste management. Encouraging recycling of electronic waste materials as far as possible .Laser printer and Injet cartridges are refiled as far as possible for using again. . And, no discarded computer, printer, etc are laying idle in the college. When these materials are beyond the recyclable limit, they are collected and kept in a temporary waste container And when these waste container is beyond certain limit, they are handed over to garbage collector of Imphal Municipality Council, Imphal.

Hazardous chemical and radioactive waste management.

Being an Arts College, the question Hazardous Chemical and radioactive waste management does not arise. Because, practical classes of Geography and Education are not used chemical and disposed of bio chemical waste materials.

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: E. None 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: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: E. None of the above

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

Response:

The college is playing an effective role in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Being a government college, the admission process is carried out under the direction and instruction of both the Directorate (University &Higher Education), Government of Manipur and Manipur University. The college follows the reservation norms of the state government and ensure that specific earmarked seats of each category are filled up. Most of the students taking admissions in the college belongs to both urban and rural background as the college is situated in a semi- urban area. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. The participation of the local clubs and organisation in the various activities conducted by the college provide a harmonious and cordial environment. The students are inculcated with the concept of tolerance and harmony about regional, linguistic communal, socio-economic and other diversities in the various activities organise by the college. Flex board of environmental awareness, social harmony, unity and values are displayed in the college campus. The course and program outcome prescribed by Manipur University, the affiliating university of N.G. College also aimed towards providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

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:

N.G. College regularly organises many programmes and activities to sensitise the students as well as the employees of the college to make a good responsible. The two NSS units of our college spearhead in moulding the students to become a good citizen in future by imparting various self-sacrificing and social awareness programmes and activities.

The first programme to inculcate the students the knowledge of constitutional obligations, values, rights,

duties and citizens' responsibilities is students' induction programme. This programme is done before regular a new academic session starts, and the newly admitted students are welcome at the college Multipurpose Hall. Students' induction programme has many objectives, namely

1. To inculcate them to the new environment.
2. To help them in bonding with their fellow students (new students and senior students).
3. To acquaint with the teaching and non-teaching staff of the college especially the faculty members.
4. To know and follow the code of conduct of the college.
5. To aware about the necessary guidance from their respective faculty members, student's redressal cell etc.
6. To have the knowledge of mentors and mentees' role in bringing a smooth and healthy communication between the faculty members and student in academic related issues.

The college with the help of NSS units also fosters community responsibility by organising blood donation camp, world environment day, Swachhta Pakhwada programme etc. to enable the students as well as the staff of the college to have sense of responsibilities to them as a dutiful citizen and at the same time to help in making a clean and healthy India. The college also sometimes organises awareness programmes and seminars like Financial Education on Wealth Management and other related issues to cultivate professional ethics to the students as well as to the staff of the college.

Through students' election of the college, the students are imparted training for how the election are conducted and participated in a college which in turn help their responsibilities and roles as good citizens by participating elections in future.

In order to inculcate the students to know their duties toward their motherland and uplift their mother tongue as enshrined in our Constitution, Matribhasha Diwas is celebrated on February 21 every year. The teaching and non-teaching staff of the college also participated in this programme. This programme also helped in promoting the preservation and protection of all languages.

The College also organise International Women's Day on March 8 to promote the need for preservation, protection as well upliftment, and at the same time full and equal participation of women in all aspects of life as a democratic citizen. The college also organises "Good Governance Day" every year on December 25 which is participated by both students and teaching and non-teaching staff of the college. The talk programme of this observation also helps in fostering awareness and responsibility among the students as well as teaching and non-teaching staff of the college regarding accountability in a democratic government

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: B. 3 of the above

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

Response:

The college celebrate festivals of national importance to sensitized the students about the significance of the festivals of our country and the sacrifices which great men and women of this country have made for uplifting their countrymen. The college also actively participates in the 'National Flagship Programmes' promoted by the GOI, MHRD, & UGC. International Days are also celebrated with great enthusiasm. The college pay tribute to all the national and state heroes on their Birth and Death anniversaries

These activities are organized by staff and students of the College by Organizing lectures and conducting awareness camp. Lectures are given by Principal, Vice Principal & Senior Faculty member and sometimes by invited dignitaries. Students are made aware of these festivals to gain more knowledge, make them noble in their attitude, morally responsible and also to make them understand of their responsibility to the nation.

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:

Developing an Eco- friendly Environment:

Introduction:

Green campus initiatives are becoming an integral part of present-day educational system as the concept of green campus offers any institution the opportunity to redefine its environmental culture. It also paves path for new developments and solutions to make the campus environmentally friendly. Green campus provides good ambience for scholarly pursuits. Hence our college encourages the students and faculty to maintain greenness in the premises. It not only provides a perfect ambience for studies but also reduces carbon dioxide emission and creates atmosphere where students can be healthy and learn well. **It is one of the best ways to motivate new generation to live a sustainable life.**

 Objectives:

The following are the some of the important objectives:

To create awareness among the students about the importance of green environment.

To promote the concept that education and environmentally responsible practice go hand in hand.

To make our college eco-friendly.

The Context:

The impacts of changing climate and the need for the conservation of the environment has gained attention of various institutions. By implementing green practice in the college, we aim to make the college a better and conducive place for study. Green practices include many things like using of eco-friendly products, conserving natural resources and protecting the eco system etc., In sustaining green campus the college has been given special attention to preservation and protection of ecosystem. Dilapidated conditions of the classroom, staffroom and other basic amenities of the colleges for many years, not much could be done. Inspite of these the institution has taken this practice much more seriously. The premise is located in a low-lying area and remained flooded for most part of the year. The college campus was filled with wild plants and grasses. It is really acknowledgeable that the local clubs had taken initiative to clear large portion of the ground. We have taken initiatives to plant trees and samplings and more than hundred saplings and trees have been planted. Some of our teachers have contributed saplings. The care needed during planting and the follow up care after planting is entrusted to the students under the leadership of the N.S.S officers. Twice a week a group of students should attend the task of watering and weeding of the plants, which has become a mandatory task for the students. By this we try to create an awareness among the students the importance and benefits of planting trees and saplings, and how the campus be kept green. The practice does not only add to the beautification of the college campus, it also provides awareness for the need of a green sustainable environment into the students by participating in the activity. We celebrate world environment day every year. Every important event conducted in the college is followed by planting a tree or saplings.

Evidence of Success:

The premises which were filled with wild plants and frequent visit of snakes and reptiles. Now looks clean and beautiful. It is good to see trees and saplings growing and blooming.

Problems Encountered and Resources required:

The practice could have been more successful if we had a compound wall right from the beginning, it could have avoided intrusion of public and animals into the campus. Lack of adequate funds to construct a compound wall is a major hindrance to any initiatives taken up by the college. However, a detailed project report to fenced the college campus has been submitted to the authorities and a report is awaited.

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:

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

Response:

The vision and mission of the college are as follows:

VISION

To mould students from low input. To identity the latent talents and potentials of the academically poor students and mould them into ideal citizens by promoting moral values and ethics, engaging them in co-curricular activities and inculcating the concept of judicious uses of natural resources from sustainable biodiversity and environment.

MISSION

* To enrich and empower the young generation through quality education.
* To achieve academic brilliance and prepare students to play a positive and meaningful role in nation building.
* To organise vibrant development programmes and services to help students identify educational and career goals and set realistic career paths.
* To make higher education accessible to the underprivileged section of the society.
* To introduce innovative techniques to make the teaching–learning process more effective and.
* To develop the potential of the students in co-curricular and extracurricular fields through participation in literary, cultural, sports, and extension activities.

Areas of Priority and Thrust –

Inorder to achieve the above-mentioned vision and mission of the college, IQAC motivates the faculty to adopt innovative processes in Teaching and Learning process. These innovative teaching approaches which are a combination of the traditional lecture method along with the use of ICT tools and technique, helps the young minds to increase their learning capacity and global competitiveness. The classic methodology of teaching, Chalk-Talk-Walk technique has certain limitations such as board management, neat diagrams, and hand writing skills. In the modern context, contemporary settings are favouring methods that promote competency and performance. The integration of information and communication technologies can help revitalize teachers and students. The usage of ICT is to complement the classical teaching techniques particularly in difficult subject areas. Teachers generate meaningful and engaging learning experiences for the students, strategically using ICT. ICT enable students to enjoy enquiry based innovative learning techniques. ICT is inevitable in modern era.

Various co-curricular activities are also organized by the IQAC for the learners. These activities give an opportunity to the students to put their knowledge into application. The following provisions are made available to the students in the last five years:

· Computer lab is available to the students for equipping them with the latest technology.

· The college also provides platform for the students to showcase their hidden talents. (Cultural activities, Sports events)

·　　Economic support is also provided to the needy and meritorious students.

·　　Strengthening of teaching methods and learning process.

·　　We try our best to inculcate secular values among the students and groom them to be responsible citizens.

The performance of the institution in one area distinctive to its vision, priority and thrust is imparting quality education and improve the teaching methods and motivate good learning among the students. The initiative taken has help the students perform well in the final examination and produce good results.

Conclusion Remarks: To conclude the Institution has strived sincerely to implement the guidelines and policies recommended by the concerned authority. A great effort is put up by the teaching faculty to achieved all round academic excellence for the growth of the institution. The college continuously revises its strategic plans and objectives to ensure good governance management, administration and academics. The institution is committed to student centric practices. Emphasis is given to academic excellence and up-holds the vision, mission and core values of the institution.

5. CONCLUSION

Additional Information :

Not Applicable

Concluding Remarks :

The IQAC has been recently reconstituted and it has at present 12 members the previous IQAC started preparation of SSR by making different Criteria-wise Sub-committees and distributed their works of preparing SSR. But the progress was very slow. There was under staff and lack of skill in administrative office So, there was no systematic record maintenance. But the present IQAC team collected and compile systematically all material related to the assessment of NAAC. The works of this preparation was geared-up just after launching Mission 2.5- NAAC initiated by Director, Directorate of University and Higher Education, Government of Manipur. Under her immense guidance and cooperation, the IQAC team of our college re-started preparation of the SSR.

This college has its own website and registered in NIRF and AISHE Every information has been uploaded to the college website. The library has enough books and subscribe a few e journals and newspaper. It is partly automated and is facing under staff management. With no Liberian contract/ Engaged / Contract staff members help in running library and administrative office of the principal.

The College has different Committees like-Development Committee, Finance Committee, Admission Committee, Academic Committee, Examination Committee, Environment Committee, Student Grievance Redressal Cell etc. These Committee help the principal office & the IQAC specially for monitoring and improving the teaching-learning process of the college. With a painstaking efforts and cooperation of the faculty members of the college and the non-teaching staff the present SSR has been completed. While attempting to complete this we would not forget the immense guidance and cooperation of Mission 2.5+ NAAC Team specially Madam Director, of University and Higher Education, Government of Manipur for her profonde dedication, initiative and guidance. For this N.G. College would like to thank Mission 2.5+ NAAC team led by the Director.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : Sl.no 1 and 4 considered.
1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr></table> Remark : Edited based on clarification document provided.
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 204 Answer after DVV Verification: 198
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

Answer before DVV Verification : C. Any 2 of the above
Answer After DVV Verification: C. Any 2 of the above

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**
	Answer before DVV Verification : B. Feedback collected, analysed and action has been taken
	Answer After DVV Verification: C. Feedback collected and analysed
2.1.1	**Average Enrolment percentage (Average of last five years)**

2.1.1.1. **Number of students admitted year-wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
350	234	270	180	150

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
363	231	254	180	155

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
350	250	250	200	150

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
363	250	254	200	155

Remark : Edited based on Principal's certificate of students admitted every year. Since admitted students are more than the sanctioned strength during 2019-20 , 2017-18 & 2015-16, metric 2.1.1.2 is edited

| 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)

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
227	177	171	98	95

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
174	100	100	74	71

Remark : Edited based on the certificate from Principal uploaded in the website as clarification document. Figures for 2015-16 in the website and clarification data template differs.

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

2.3.3.1. **Number of mentors**
Answer before DVV Verification : 25
Answer after DVV Verification: 25

Remark : HEI has not provided mentor-mentee allotment data or any other supporting document as per SOP, however HEI claim is accepted.

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)**

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**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18	18	13	13	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	13	14	7

Remark : Edited based on documents provided in the website, answer is edited. PhD certificates of 6 teachers not provided, however the same is considered based on the data in the website.

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

2.4.3.1. **Total experience of full-time teachers**
Answer before DVV Verification : 345
Answer after DVV Verification: 348

Remark : It is observed that the date of joining of teachers entered is date of joining in the service instead of date of joining in the institution. Based on the number of years of experience provided in the document, date of joining the institution is considered. Year of experience of the teacher sl.no 22 is edited to 31 from the HEI claim of 40 since date of joining provided is 10/04/1989.

| 2.6.3 | **Average pass percentage of Students during last five years**

2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
124	127	178	191	86

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
118	123	175	179	81

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
118	123	169	189	80

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
124	127	178	193	86

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

3.1.2.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	1	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	1	3

3.1.2.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	9	9

Remark : Edited based on the clarification on response to findings, No. of departments 9 from college website and IIQA

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:

2019-20	2018-19	2017-18	2016-17	2015-16
9	11	4	6	9

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

Remark : Considered papers published in the Journals notified on UGC website.

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:

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	7	12	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	7	12	3

Remark : HEI has not provided documents as requested in 'findings of DVV'. Web link provided leads to the College home page and not to any supporting document. However based on the unsigned clarification data template, HEI input accepted

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	0	0

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	5	6	2	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	4	0	0

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years** 3.3.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	43	83	12	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	30	70	0	0

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** 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** Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}}

Table (3.4.1.1 before):

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	0	0	0

3.4.2	**Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years** 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** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Copy of MoUs, reports of activities and students list not provided to validate HEI claim.

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last**

five years (INR in lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
11	10.5	7.0	8.5	6.941

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
11.00	10.50	7.00	8.50	6.94

Remark : Edited to lakhs.

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** Answer before DVV Verification : D. Any 1 of the above Answer After DVV Verification: E. None of the above
4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)** 4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
.1624	.1624	.1624	.1624	.1624

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
.16	.16	.16	.16	.16

4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** 4.2.4.1. **Number of teachers and students using library per day over last one year** Answer before DVV Verification : 41 Answer after DVV Verification: 22 Remark : Edited based on the figures provided in the clarification document in response to the

	DVV findings. Average of footfalls of randomly requested five days calculated to 22.
4.3.3	**Bandwidth of internet connection in the Institution** Answer before DVV Verification : A. ?50 MBPS Answer After DVV Verification: E. < 5 MBPS
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}} Remark : Excluded expenditure on maintenance of academic facilities. It is already reflected in metric 4.2.3.
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: {{TABLE3}} Answer After DVV Verification : {{TABLE4}}
5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following** 1. **Soft skills**

4.4.1.1 — Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5.18	5.16	1.15	1.63	2.07

4.4.1.1 — Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5.00	5.00	1.00	1.50	1.94

5.1.2.1 — Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	4	7	5	19

5.1.2.1 — Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	4	7	5	19

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

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: C. 2 of the above

Remark : Sl.no 1 and 3 considered based on the clarification documents provided.

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.**

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.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	2	4	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	2	4	2

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)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	2	4	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	2	3	2

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 : B. 3 of the above Answer After DVV Verification: D. 1 of the above Remark : Sl.no 3 considered, as information on admission provided in website.

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.** 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**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	6	0	1	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Financial support not reflected in audited income & expenditure accounts.

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).** 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**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	12	4	5	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	12	4	5	5

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 intitiatives 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 : B. 3 of the above Answer After DVV Verification: D. 1 of the above
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** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above Remark : sl. No. 5 considered.
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: E. None 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** Answer before DVV Verification : B. 3 of the above

	Answer After DVV Verification: D. 1 of the above
	Remark : Sl. No. 1 considered based on the geotagged photograph in the web link provided for metric 1.2.1.
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** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: E. None of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: E. None of the above
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above Remark : Sl.no. 1, 2 and 4 considered based on the documents displayed in the College website through link provided in metric 7.1.5.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

1	1	1	1	1

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
88	88	88	88	88

2.1	**Number of students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
350	234	270	180	150

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
732	456	496	479	550

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
175	100	100	75	75

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
182	125	127	100	78

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
124	126	172	178	75

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
124	127	179	178	86

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

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| 38 | 38 | 33 | 33 | 20 |

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
36	37	27	29	20

3.2	**Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
70	65	65	65	53

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
44	43	43	43	30

4.3	**Number of Computers** Answer before DVV Verification : 65 Answer after DVV Verification : 66
4.4	**Total number of computers in the campus for academic purpose** Answer before DVV Verification : 50 Answer after DVV Verification : 39

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