# Yearly Status Report - 2018-2019

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **KAKCHING KHUNOU COLLEGE** |
| Name of the head of the Institution | **SHOUGAIJAM MANITOMBI DEVI** |
| Designation | **Principal(in-charge)** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **03848266311** |
| Mobile no. | **9862022726** |
| Registered Email | **kakchingkhunou2021@gmail.com** |
| Alternate Email | **principal@kakchingkhunoucollege.edu.in** |
| Address | **Kakching Khunou, Kakching District, Manipur.** |
| City/Town | **Kakching Khunou** |
| State/UT | **Manipur** |
| Pincode | **795103** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Rural** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **Khumukcham Amujao Singh** |
| Phone no/Alternate Phone no. | **03848266311** |
| Mobile no. | **7005256704** |
| Registered Email | **caskas123@gmail.com** |
| Alternate Email | **principal@kakchingkhunoucollege.edu.in** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | https://kakchingkhunoucollege.edu.in/kkc_uploads/AQAR-REPORT-2017-18.pdf |

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://kakchingkhunoucollege.edu.in/kkc_uploads/Academic-Calendar-2018-191.pdf |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **B** | **2.27** | **2016** | **02-Dec-2016** | **01-Dec-2021** |

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **12-Jan-2014** |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |

| | | |
|---|---|---|
| Meeting of IQAC for sustainable. feedback for parents & Alumni | 23-Nov-2018 1 | 87 |
| Workshop on Implementation for Course Outcome & Programme Outcome of each department. | 03-Feb-2019 1 | 32 |
| Regular meeting of the members of IQAC to response more positive feedback from students. | 08-Mar-2019 1 | 14 |
| Training Programme on processing of medicinal plants for daily uses. | 11-Apr-2019 3 | 43 |
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Kakching Khunou College | Swimming pool | UGC | 2018 365 | 1000000 |
| Kakching Khunou College | Indoor stadium | UGC | 2018 365 | 700000 |
| Kakching Khunou College | MRP | UGC | 2018 365 | 12000 |
| Kakching Khunou College | VOCATIONAL COURSE | RUSA | 2018 365 | 1602294 |
| Kakching Khunou College | Sports Equipment | UGC | 2018 365 | 50000 |
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| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | View File |
| **10. Number of IQAC meetings held during the year :** | **4** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | View File |

| | |
|---|---|
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No |

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

Organised seminar and workshop programmes.

Entrusted to the Admission Committee to look into the admission process for uniform departmental admission & staffs were assigned admission work.

Prepared the Academic Calendar before the start of admission.

Organized awareness programme on gender issues and gender equality.

Organized career counselling of the students for their future.

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| NAAC accreditation second cycle orientation. | Faculty were given orientation by different resource persons from other colleges. |
| Campus cleanliness Programme with mass tree plantation. | The cleanliness drive is initiated under Swachh Bharat Mission along with the staff students carried out mass tree plantation inside the campus. |
| Maintaining drainage system inside the campus. | Drainage system maintenance inside the college is going on. |
| Internal Quality measures. | IQAC Meetings held regularly, faculty attendance and punctuality monitored strictly. |
| Introduce new Diploma courses under Vocational programmes. | Food Processing and preservation technology is opened as Vocational Course. |
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| | |
|---|---|
| **14. Whether AQAR was placed before statutory body ?** | No |
| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | No |

| 16. Whether institutional data submitted to AISHE: | Yes |
|---|---|
| Year of Submission | 2019 |
| Date of Submission | 17-Apr-2019 |
| 17. Does the Institution have Management Information System ? | No |

**Part B**

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

Kakching Khunou College is located in the southern periphery of Manipur Valley. The college is affiliated to Manipur University, so the college follows the syllabus provided by the Manipur University ordinances and guidelines besides it has its own well-organized system for curriculum delivery and documentation. Annually, the college starts its admission just after the declaration of examination result of 10+2 examination taken by Council of Higher Secondary Education, Manipur (COHSEM) and Central Board of Secondary Examination (CBSE). Entirely the process of admission is done by the Admission Committee of the college. The Admission Committee is formed with principal as chairperson and other HODs as members. Admission is done on merit basis and the corresponding intake capacity of seats for each department. During the selection procedure the state reservation policy is strictly followed. The selected candidates are notified for counselling. During counselling the parents of the students are also invited and took opinion and suggestions. From the college site some teachers demonstrate the students about the rules and regulations, dos and don'ts, culture, tradition, history, dress code, etc. On the same day the college distributes the academic calendar of the academic session. Academic planning is done before the start of academic year by the academic committee of the college and every department both arts and science contribute to the preparation of the academic calendar. Preparation of time table is done in advance by the academic committee (represented by all HODs from different departments both science and arts). As per time table the unit wise internal distribution of syllabus is done by the department itself. Faculty members of all departments are involved in scheduling academic, co-curricular and extracurricular events to enrich the learning process. From time to time departmental events and committee activities are uploaded to the college website by the website committee of the college. With the advice of the academic committee, the college appointed one senior most professor as academic in charge for supervising the academic activities. He/she received feedback from the students. The completion and progress of syllabus is also checked for each department thrice in the academic session. Teachers use innovative method for better delivery of curriculum transaction. Even though every class room is not well equipped, ICT facilities are provided to the students on routine method. Every department adopt various innovative methods to facilitate the process of teaching and learning. The institution has well maintained library, with the latest books required for curriculum delivery. At the time of purchasing the books teachers of different departments help the Librarian in choosing the books which can meet the requirement of the present syllabus. The

college has its own internal examination system. Departmentally, internal examination is arranged at least three times in one semester. Depending upon the unit test examination, the weaker students are identified and extra classes and motivation classes are arranged to uplift their knowledge and enthusiasm. The college has its examination committee. The University examination and internal examinations are handle by this committee. In the university examination the committee appoints one OC, two AOCs, three Sis and required Invigilators to conduct the examination smoothly. For every year the college nominates examiners to the University for evaluation activities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|---|---|---|---|---|---|
| Nil | Food Processing and preservation technology | 20/07/2018 | 365 | Employabil ity / entrep reneurship | Yes |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| Nill | Nil | Nill |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| Nill | Nil | Nill |

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

|  | Certificate | Diploma Course |
|---|---|---|
| Number of Students | Nil | 30 |

## 1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| Food processing and preservation technology | Nill | 30 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| BSc | Anthropology | 32 |
| BSc | Botany | 45 |
| BSc | Home Science | 31 |
| BSc | Zoology | 47 |

| BA | Geography | 28 |
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|---|---|
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

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

Feedback Obtained

Even though the Kakching Khunou College is in the rural area as well as very far behind from the state capital the college has feedback system from different stakeholders such as students, parents, teachers and alumni. In short, the feedback system is very useful for the development of college especially in the curriculum enrichment. The result of feedback indicates that whatsoever the works the college done are going in the right way or not, the related stakeholders as satisfied or not etc. Further, it makes easier to find out the remedial measures which are to be taken up in the early stage. The college prepares different formats different stakeholders. For student's feedback, IQAC of the college prepare a set of questions related to the student's satisfaction such as completion of syllabus, teacher's performance, teaching methodology, student's support facilities and activities taken up by the college. The feedback form is distributed at the time of their final year examination. The feedback form is specially designed in format. The answer is designed in four levels such as poor, satisfied, excellent and disagree etc. The collected feedbacks are minutely discussed and analyzed by a team of IQAC chaired by the principal. If the result is not satisfied particularly in a particular department or individual person the related person is called for explanation with the team of IQAC and discuss the ways to find out lapses point of issue and means to improve. The collection of feedback from alumni is done during the annual alumni day. There are more than 10 faculty members and staff as the alumni members. This is an opportunity for the college. Annual alumni day and collection of feedback is entirely done by these members. Another suggestion from alumni was to increase student's involvement in learning by conducting more student's presentation / seminar. Both these areas are now part of all department activities. Feedback from teachers is also one of the best suggestions for the improvement. Negative feedback is also useful because it gives the chance of correction for the overall development of the college.

# CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| BSc | Ant/Bot/Che/Gel/Math/Phy/Zoo/HSc/Stat/P.Edn | 398 | 352 | 352 |
| BA | Eco/Edn/Eng/H | 530 | 572 | 555 |

| ist/HSc/Man/Phi /PSc/Soc/Geg | | | | |
| --- | --- | --- | --- | --- |

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## 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| --- | --- | --- | --- | --- | --- |
| 2018 | 907 | Nill | 97 | Nill | Nill |

## 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 97 | 21 | 12 | 3 | 2 | 1 |
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

There is no official mentoring system for the students in the current academic session. However, as a general practice the concerned teachers of the departments look after their students in similar to mentorship regarding the overall academic performance and general conduct of the students in the College.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 907 | 97 | 1:9 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| --- | --- | --- | --- | --- |
| Nill | Nill | Nill | Nill | Nill |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
| --- | --- | --- | --- |
| 2018 | Nil | Nill | Nil |
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## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BA | Eco/Edn/Eng/Hist/HSc/Man/Phi/PSc/Soc/Geg | 6th Semester | 21/05/2019 | 16/07/2019 |
| BSc | Ant/Bot/Che/Gel/Math/Phy/Zoo/HSc/Stat/P.Edn | 6th Semester | 28/05/2019 | 11/07/2019 |
| No file uploaded. | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College is affiliated to Manipur University. There is no provision for internal assessment in the syllabus of the University. Although there is no requirement for internal assessment as per university examination pattern, the College introduces internal evaluation system such as Internal Assessment examination, unit tests etc. for the purpose of continuous Internal Evaluation (CIE). At least one or two internal assessment, unit test are also conducted at the end of each unit by concerned teachers. The College has an examination committee under the Chairmanship of the Principal. Internal Assessment is conducted by the examination committee. Tentative schedule for internal examination and university examinations are provided in the college academic calendar. For internal assessment all the teachers are required to submit question paper along with model answer to the examination committee well in advance Results are declared within a week's time after the examination. The evaluated answer scripts are distributed to the students for self evaluation and are collected later on. Unit test are conducted by the concerned teachers under the supervision of the head of department. As soon as the unit is completed the teachers prepare a set of questions related to the unit. Results are declared within five days after the test. Records are maintained in the department concerned. Such internal evaluation enables the teachers to identify slow learners and advanced learners. The college takes up appropriate remedial measures for slow learners in the form of tutorial classes, counselling home assignment etc.

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

There is a robust academic committee of the college headed by the principal. All heads of departments are members of the committee. There is also an executive committee headed by an academic in-charge under the principal. The academic committee prepares the college academic calendar before the commencement of the new session. As the college is affiliated to the Manipur University, the academic calendar of the college is prepared in such a way that it is in tune with the academic calendar of the Manipur university so far as university activities such a semester examination, inter college sports meet, youth festivals etc. are concerned. Besides the University activities the academic calendar reflects the tentative schedule for various college activities like college foundation day, Annual sports meet, Debating and Quiz Competition, Social and Cultural Meet, Summer vacation, winter break (harvesting Holiday) etc. The academic calendar also includes tentative schedule for Unit test, Internal Assessment examinations pre-semester examinations, Semester examinations etc. The Academic Calendar is distributed to all faculties and staff before the beginning of the session. It is also supplied to the students at the time of admission and/or counselling. The Academic Committee monitors all the activities of the college to see that these

activities are in accordance with the academic Calendar. In this way, the college tries to adhere to the academic Calendar for conduct of examinations and other related matters.

## 2.6 – Student Performance and Learning Outcomes

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

https://kakchingkhunoucollege.edu.in/institutional-program-outcomes-course-outcomes/

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| Eco/Edn/Eng/Hist/HSc/Man/Phi/PSc/Soc/ Geg | BA | Eco/Edn/Eng/Hist/HSc/Man/Phi/PSc/Soc/ Geg | 156 | 150 | 96.1 |
| Ant/Bot/Che/Gel/Math/Phy/Zoo/HSc/Stat/P.Edn | BSc | Ant/Bot/Che/Gel/Math/Phy/Zoo/HSc/Stat/P.Edn | 116 | 111 | 95.6 |
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## 2.7 – Student Satisfaction Survey

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

https://kakchingkhunoucollege.edu.in/kkc_uploads/Feedback-Report-2018-19.pdf

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| Nill | 0 | Nil | 0 | 0 |
| No file uploaded. | | | | |

## 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| Nil | Nil | |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| Nil | 0 | Nil | Nill | Nil |
| No file uploaded. | | | | |

| 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year | | | | | |
|---|---|---|---|---|---|
| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| 0 | Nil | Nil | Nil | Nil | Nill |
| No file uploaded. | | | | | |

## 3.3 – Research Publications and Awards

| 3.3.1 – Incentive to the teachers who receive recognition/awards | | |
|---|---|---|
| State | National | International |
| 0 | 0 | 0 |

| 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center) | |
|---|---|
| Name of the Department | Number of PhD's Awarded |
| Nil | Nill |

| 3.3.3 – Research Publications in the Journals notified on UGC website during the year | | | |
|---|---|---|---|
| Type | Department | Number of Publication | Average Impact Factor (if any) |
| National | ECONOMICS | 1 | Nill |
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|---|
| Nil | Nill |
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| Nil | Nil | Nil | Nill | 0 | 0 | Nill |
| No file uploaded. | | | | | | |

| 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science) | | | | | | |
|---|---|---|---|---|---|---|
| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
| Nil | Nil | Nil | 2019 | Nill | Nill | 0 |
| Nil | Nil | Nil | 2018 | Nill | Nill | 0 |
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| 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year : | | | | |
|---|---|---|---|---|
| Number of Faculty | International | National | State | Local |
| Attended/Seminars/Workshops | Nill | 36 | Nill | Nill |

## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| NSS Regular Activity | NSS Units kakching Khunou College | 3 | 28 |
| PARTICIPATION OF PRE-REPUBLIC DAY PARADE CAMP | NSS Unit,I Kakching Khunou College in association with Manipur University | 3 | 15 |
| NSS DAY | NSS Unit, Kakching Khunou College | 3 | 27 |
| SWACHHTA HI SEVA | NSS Unit, I, II III Kakching Khunou College | 6 | 36 |
| SWACHHTA PAKHWADA | NSS Unit, Kakching Khunou College | 4 | 34 |
| SWACHH BHARAT SUMMER INTERNSHIP | NSS Unit, Kakching Khunou College | 5 | 23 |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| Nil | Nil | Nil | Nill |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| AWARENESS PROGRAMME ON SWACHH BHARAT SUMMER INTERNSHIP | NSS Unit, Kakching Khunou College | SWACHH BHARAT SUMMER INTERNSHIP | 5 | 23 |
| CLEANLINESS DRIVE ON SWACHHTA PAKHWADA | NSS Unit, Kakching Khunou College | SWACHHTA PAKHWADA | 4 | 34 |

| OBSERVANCE OF SWACHHTA HI SEVA | NSS Unit, I, II III Kakching Khunou College | SWACHHTA HI SEVA | 6 | 36 |
|---|---|---|---|---|
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## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Nil | 0 | 0 | 0 |
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### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| Nil | Nil | Nil | Nill | Nill | 0 |
| No file uploaded. | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Nil | Nill | Nil | Nill |
| No file uploaded. | | | |

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 2000000 | 2275544 |

### 4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Value of the equipment purchased during the year (rs. in lakhs) | Existing |
| No file uploaded. | |

## 4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| 2016- SOUL 2020-KOHA | Partially | 1 | 2016 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 6203 | 824999 | 92 | 12236 | 6295 | 837235 |
| Reference Books | 5402 | 1085802 | 43 | 8643 | 5445 | 1094445 |
| e-Books | 3135000 | Nill | Nill | Nill | 3135000 | Nill |
| Journals | 18 | 1350 | Nill | Nill | 18 | 1350 |
| e-Journals | 2 | Nill | Nill | Nill | 2 | Nill |

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| Nil | Nil | Nil | Nill |

**No file uploaded.**

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 28 | 2 | 1 | 1 | 20 | 4 | 0 | 10 | 0 |
| Added | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| Total | 30 | 2 | 1 | 1 | 20 | 6 | 0 | 10 | 0 |

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

**10 MBPS/ GBPS**

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| Nil | Nil |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on | Expenditure incurred on | Assigned budget on | Expenditure incurredon |
|---|---|---|---|

| academic facilities | maintenance of academic facilities | physical facilities | maintenance of physical facilites |
|:---:|:---:|:---:|:---:|
| 2500000 | 2504886 | 1000000 | 917988 |

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

Both teaching and non-teaching staff members of our college are committed for overall improvement of the standard of education in this institution. With a vision to bring qualitative measure a construction committee is formed under the leadership of the principal of the college. The committee is looking after over all development of infrastructure, construction of new block, renovation works, extension and repairing works etc. infrastructure constitute facilities and systems serving in this institution for all form of educational growth and development. Physical infrastructure is typically characterized by technical structure such as roads, playground, building, blocks, water harvesting and telecommunication and can be defined as the physical components of interrelated system providing commodities and services essential to sustain or enhance student welfare. The institution is trying to enhance quality in teaching and learning process and stimulate healthy academic environment by upgrading and developing the infrastructure. In the last few years our teachers and students have been trying to keep up the institution with changing time in our outlook, thinking and activities and try to play a positive role in creating a healthy educational environment. The Directorate of University and Higher Education, Government of Manipur introduced Vocational courses in 29 Government Colleges and 11 Govt. Aided Colleges under Rashtriya Uchchattar ShikshaAbhiyan (RUSA). Our institution has developed one Vocational Block in the South Western Part of the College Campus to impart Vocational Education to the Students from the Academic Session of 2017-18. The Vocational course will be one of the important mechanism to check student migration and unemployment problems in this area. There is also a large sports complex in this college. This includes a Multipurpose Hall, Indore Stadium and a Basket Ball ground in the Southern part of the institution, a Volleyball ground with a Multi Gym in the north and a large Swimming pool 25x50 m2 sized in the western side of the campus. The Construction of Swimming pool and Basketball ground are completed in the Academic session 2017-18. The College Library is a dynamic institution providing education for intellectual advancement to the students as well as faculty of the college. It provides necessary facilities for mastering the subject matter, technique, skill habits of thought and method of work in their chosen field and also provide all the required opportunities for attaining the complex educational objectives. It is looked after by 6 staff members with librarian as it's head. The College has one Computer Centre providing internet with uninterrupted round the clock power supply. The centre has 20 no's of Computer set. The centre is run under the supervision of IT Nodal Officer. The Construction Committee is Constructing a Girls Hostel Extension Block with a keen attention to finish in the next academic year.

https://kakchingkhunoucollege.edu.in/kkc_uploads/PHYSICALACADEMIC-.pdf

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|:---:|:---:|
| Financial Support from institution | Merit Scholarship | 8 | 432000 |
| Financial Support |  |  |  |

| from Other Sources | | | |
|---|---|---|---|
| a) National | SC/ST | 347 | 1905030 |
| b)International | Nil | Nill | 0 |
| [View File]() | | | |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Nil | Nill | Nill | 0 |
| No file uploaded. | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2018 | Nil | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| Nill | Nill | Nill |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| Nil | Nill | Nill | Nil | Nill | Nill |
| No file uploaded. | | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2018 | 1 | B.Sc. Mathematics | Mathematics | Manipur University | M.Sc. Mathematics |
| 2018 | 1 | B.Sc. Botany Honours | Botany | Manipur University | Masters in Adult Education |
| 2018 | 1 | B.Sc. Botany Honours | Botany | Manipur University | Masters in E.V.S |

| 2018 | 1 | B.Sc. Botany Honours | Botany | Manipur University | Masters in N.S.S. |
|---|---|---|---|---|---|
| 2018 | 1 | B.Sc. Botany Honours | Botany | Manipur University | Masters in Library Science |

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|---|---|
| Nill | Nill |

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

| Activity | Level | Number of Participants |
|---|---|---|
| Nil | Nil | Nill |

**No file uploaded.**

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2018 | Nil | Nill | Nill | Nill | Nill | Nil |
| 2019 | Nill | Nill | Nill | Nill | Nill | Nil |

**No file uploaded.**

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

Kakching Khunou College has an elected body of students namely Kakching Khunou College Students' Union (KKCSU) comprising of 1. General Secretary 2. Finance Secretary 3. Magazine Secretary 4. Game and Sport Secretary 5. Social and Culture Secretary 6. Debate and extension secretary 7. Boys Common room Secretary 8.Girls common room secretary. The following students against their respective secretaryship were declared to be elected for the academic year 2018-19. 1. M. Dayananda Singh – General Secretary 2 N. Rakesh Singh -Finance Secretary 3 Kh. Chandramani Singh – Magazine Secretary 4 S. Suresh Singh – Game Sport Secretary 5 Kh. Malemnganbi Devi – Social Culture Secretary 6 S. Premananda Singh – Debate Extension Secretary 7 K. Bikash Singh – Boys Common Room Secretary 8 Kh. Bina Devi- Girls Common Room The elected representatives to the union led by General Secretary play an active role in various activities. The union prepares a union budget for executing different activities during the academic session. The members of students union help the college in planning and execution of various co-curricular and extracurricular activities in the college such as NSS, Sports event, Annual Social Gathering, Literary meet, Cultural meet, Publication of college Magazine. The students' Union Fund is collected from the students during the time of admission. The college also encourage participation of members of union in all development activities. Student representatives participate in the following committees 1. IQAC 2. Echo Club of college 3. Students Grievance Redressal Cell. 4. Women Development cell of the college 5. Magazine publication committee 6. Hostel

Development committee 7. Academic development committee etc. Not only the above representative the students' union also takes major role in cleaning drive of college campus, tree plantation, students dress code and dos don'ts inside the college campus.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. The College has a registered Alumni Association in the name of Kakching Khunou College Alumni Association (KKCAA) having its registration No. 87/2016-17 which was established on 23/05/2016 and registered under section 7(i) of Manipur Society registration Act 1989. At the time of establishment of alumni during the year 2014 there were 58 members but now it has more than 90 members. Most of Alumni members are not Government employee, so the association cannot provide financial help for the welfare of students and development of the college. The managing committee of the alumni are as follows : 1. Th. Ranjit Singh Kakching khunou President 2. M. Nabachandra Singh -do- Vice President 3. KH. Shobhamani Singh -do- Secretary 4. Kh. Bijenti Devi -do- Asst. Secretary 5. M. Kumarjit Singh -do- Treasurer The aims objectives of the association are: 1. To provide a platform for interaction between alumni, present students, factually members of the college. 2. To promote and foster mutually beneficial interaction between the alumni and the Current students towards the overall development of the college. 3. To conduct mock interviews for the students. 4. To encourage competitions, seminar workshop for the students. 5. To grand monetary assistance, books and stationary to the poor deserving students. 6. To plan and implement welfare programmes with the object of self-reliance. 7. To provide career and vocational guidance to the students.

5.4.2 – No. of enrolled Alumni:

93

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Regular Core committee meeting. 2. Regular participation to the college functions and programmes. 3. Sponsoring students. 4. Annual general body meeting held regularly. 5. Assist in the student's admission process of the college.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The institution has an effective strategy for delegation of operational autonomy of all the functionaries to work towards decentralized governance system. The college governing body is the highest decision-making body the teaching staff has representatives to the Governing Body. In addition to the policy directions given by the Governing Body the designing and implementation of the institutions quality policy and plans is done by the Academic Development Committee and the IQAC. The Academic committee looks after the activities under academic in charge who is one of the seniors most faculty members of the college. The IQAC functions to ensure the planning and effective implementation of the programme charted out for every academic year and prepare the AQAR. This apart, information available from students' feedback and views

and suggestions from the alumni association are taken into consideration for the development of the college. Heads of Department along with the faculty members are empowered and given freedom to take decision for the constructive growths of the departments. They are given representation in various committees and allowed to conduct various progresses to showcase their abilities. The library committee is empowered to take decisions and to purchase up to certain amount. Students are allowed to form students union for the promotion of leadership quality and participation in governance and administrative matters. Students are nominated in various committees in rotation for a period of one academic year. The principal is the academic head of the institution. However, the administration of the college is decentralized to ensure smooth functioning of the college by constituting various committees represented by teaching and non-teaching staff members. The Governing Body plays the highest role in the administration of the institution however, a good number of teachers are given rooms in formulating policy and plan for the development of the college. For smooth functioning and development of the college the following committees are formed. 1. Academic Committee: To prepare academic plans, monitoring academic activities and teaching learning process. 2. Examination Committee: To appoint examination conduct officials and oversee examination. 3. NAAC Steering Committee: Assists IQAC team in preparing AQAR SSR. 4. Sports Committee: Monitor Annual Sports Meet and organize Sports events of the University. 5. Library Advisory Committee: To guide the smooth functioning of Library. 6. . Admission Committee: Selection of students and distribution of subjects according to marks. 7. Women's grievance Cell: To take special care for girl students if any case of grievance arises. 8. Career Counselling Guidance Cell: To conduct pre admission counselling and career guidance. 9. Grievance Redressel Cell.: To take care of students grievances and PWD, orphans etc. among students. 10. Alumni Association: Alumni shares their views suggestions and support for the development. 11. Debating society: To Guide the students Union in organizing Debating competitions 12. Quiz Club: To Guide the students Union in organizing Quiz competitions 13. ECO Club: To take care of the environment of the campus. 14 Cultural society: To monitor the students union in organising cultural performance. 15. Research forum: Helps the faculty members in their career advancement and publication of research papers. 16. Election Committee: Conducts student's union election and Governing Body election. 17. Anti Ragging Committee: To give awareness about the evils of ragging and sort out problems if any.

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

| No |
| --- |

## 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
| --- | --- |
| Curriculum Development | Being an affiliated college, the college has to follow the curriculum and syllabus of Manipur University. The syllabus Committee of Manipur University frames the curriculum and syllabus in which the college also shares views and suggestions. |
| Teaching and Learning | The College follows the academic calendar of Manipur University Regular classes start in the month of July and the session ends by June the next year. Remedial classes and special classes |

| | |
|---|---|
| | for weak students are also taken up from time to time during the academic session. |
| Examination and Evaluation | Examinations are held and conducted as per guidelines of Manipur University at the end of every semester. Evaluation is also done according to the guidelines of the university. Apart from the university examinations internal assessments, projects and tests are held from time to time during the academic session by various department of the college. |
| Research and Development | The faculty members are encouraged to actively participate in seminars, workshops refresher courses, orientation programmes etc. organized by university and colleges across the country. They also conduct minor and major research projects under different agencies. Departments are also advised to organize workshops and seminars in the college. All such activities are monitored by the 'Research Forum" of the College. |
| Library, ICT and Physical Infrastructure / Instrumentation | The College has a well-equipped library with satisfactory number of text books, references, periodicals, journals, newspapers etc. The library is automated by software known as SOUL, E-library facilities are provided to the faculties and students. Uninterrupted internet facility is available in the college campus. |
| Human Resource Management | The College is governed by a Governing Body known as Kakching Khunou College Governing Body which the highest decision making body. This body recruits and fills all the vacancies of staff as per guidelines of Manipur Education Code 1981 with prior approved of the Directorate of Higher Education (U), Government of Manipur. |
| Industry Interaction / Collaboration | The College is located in a rural setup about 65 Km. from the Capital town and Hence there is hardly any touch with industry. |
| Admission of Students | Admission of students in the college is done on mark basis and cut off marks are separately given for arts and science streams. The Admission Committee of the college looks after the admission process under the guidance of the Academic Committee. |

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

| E-governace area | Details |
|---|---|
| Planning and Development | Nil |
| Administration | Nil |
| Finance and Accounts | Nil |
| Student Admission and Support | Nil |
| Examination | Nil |

## 6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| Nill | Nil | Nill | Nil | Nill |

**No file uploaded.**

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2018 | Nil | Nil | Nill | Nill | Nill | Nill |

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Orientation Programme | 1 | 20/11/2018 | 17/12/2019 | 27 |
| Refreshers Course | 1 | 18/01/2019 | 08/02/2019 | 20 |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| Nill | 97 | Nill | 29 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| i) Casual leave for 12 days for Teaching Staffs. | i) Employees Provident Fund (EPF) to all the | i)) Scholarship to SC/ST students ii)Free |

| | | |
|---|---|---|
| ii)Maternity leave provided to lady teachers iii) All the staffs are given duty leaves for attending training/refresher, orientation courses, seminars, workshops etc. iv) Employees Provident Fund (EPF) to all the staffs v) Canteen facilities.vi) Separate parking for car and two wheeler. vii)Gymnasium. viii) Staff meeting is conducted to share views of members. ix)Staff recreation room. | staffs. ii) Maternity leave provided to lady staffs iii)Canteen facilities. iv) Personal loan given. v)Staff recreation room. vi) Staff meeting is conducted to share views of members. vii) The staffs are encouraged to pursue their further studies. viii) Training given to staffs for office management, computer application etc. | admission to economically backward students ii iii) provision of free medical aid to students in case of emergency. iv)Students are nominated in various committees in rotation for a period of one academic year. . v) Students are allowed to form students' union for the promotion of leadership quality. |

## 6.4 – Financial Management and Resource Mobilization

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

Internal finance audit is not done as there is no internal finance Audit system for the College whereas external Finance Audit, local Fund Audit conduct financial audit regularly.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| Nill | 0 | 0 |

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6.4.3 – Total corpus fund generated

| 0 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nil | Yes | Governing Body of College |
| Administrative | No | Nil | Yes | Governing Body of College |

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

i) Local parents came out and participated in campus cleanliness activity. ii) Parents are invited every year for College week Functions and their feedbacks are taken. iii) For any problem of students massage are conveyed to the respective parents.

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

i) Experienced experts are engaged to impart knowledge to the needy staff. ii) Teaching non-teaching staffs held regular meetings. iii) Organizing

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

i)Opening of Food Processing and preservation technology as vocational course ii) Research committee formed for research work. iii) Academic Audit of the Institute carried out.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
| --- | --- | --- | --- | --- | --- |
| 2018 | Students Career counselling | 10/07/2018 | 10/07/2018 | 10/07/2018 | 54 |
| 2019 | NAAC Accrediation Prepration Meeting | 19/01/2019 | 19/01/2019 | 19/01/2019 | 12 |
| 2019 | Work shop on Foldscope Project | 26/03/2019 | 26/03/2019 | 26/03/2019 | 47 |
| View File | | | | | |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
| --- | --- | --- | --- | --- |
| | | | Female | Male |
| Womens Day Celebration | 08/03/2019 | 08/03/2019 | 57 | 16 |
| Sensitization Programme on menstruation hygiene for girls students. | 27/05/2019 | 27/05/2019 | 61 | Nill |
| Importance of Physical Activities for students. | 12/06/2019 | 12/06/2019 | 53 | 37 |

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

| Percentage of power requirement of the University met by the renewable energy sources |
| --- |
| Initiative taken during the year in continuation of the usual practice of |

environmental consciousness and the sustainability: 1) Newly enrolled students are given awareness programmes about Environmental Consciousness and Sustainability. 2) All the electric bulbs/tubes in the college were replaced by LED bulbs. 3) New plantation and care of the existing plants were taken up on the World Environment Day. 4) New arrangements are made for construction of new gardens inside vast campus of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
| --- | --- | --- |
| Physical facilities | Yes | 2 |
| Provision for lift | No | Nill |
| Ramp/Rails | Yes | 2 |
| Braille Software/facilities | Yes | Nill |
| Rest Rooms | Yes | 2 |
| Scribes for examination | No | Nill |
| Special skill development for differently abled students | No | Nill |
| Any other similar facility | No | Nill |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2018 | Nill | Nill | 02/10/2018 | 1 | Organized cleanliness programme on the occasion of Gandhi Jayenti | Cleaning of college premises and class rooms | 93 |
| 2019 | 1 | 1 | 21/03/2019 | 5 | Permission to local clubs for using college playground | Lack of properground for organizing sports meet | 12 |
| 2019 | 1 | 1 | 16/05/2019 | 1 | Segragation of solid waste materials. | .Use of solid waste materials. | 23 |

| | No file uploaded. | |
|---|---|---|

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| Staffs | 05/07/2018 | The teaching and non teaching staffs of the college are followed up by the College Governing body and Principal. The service rule is made clear at the time of appointment and updated every year at the beginning of the academic year. |
| Students | 06/09/2018 | Our College is very much concerned to the human values and career ethics of the students. The institute gives the proper guidance and orientation every year. |
| Alimni | 23/03/2019 | The Alumni Association of the college share a clear role in the development of the college. Actually they are the role model of the college. They have a separate code of conduct, general body meeting, membership and activities of the association. |

**7.1.6 – Activities conducted for promotion of universal Values and Ethics**

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| SWACHH BHARAT internship programme | 10/07/2018 | 15/07/2018 | 23 |
| SWACHHTA PAKHWADA | 01/08/2018 | 15/08/2018 | 36 |
| SWACHHTA HI SEVA | 24/09/2018 | 24/09/2018 | 53 |
| View File | | | |

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

i) i)Medicinal plants garden is constructed ii) Regular social service activities and cleanliness drives. iii) Green Audit is conducted iv)New flowering saplings are planted in the Botanical garden v) Awareness programmes are given to students for eco friendly campus.

## 7.2 – Best Practices

**7.2.1 – Describe at least two institutional best practices**

BEST PRACTICE 1:- Title: Plantation of medicinal plants in the college campus. Goal: • To reduce on the collection from wild habitat in forest. • To give the

awareness of value of medicinal plants. • To conserve the indigenous medicinal plants for traditional health care. • To create a greenery environment. • To provide sustainable means of natural source of high value industrial raw material for progress in rural economy. • To create awareness of food processing technology among students and locality. The Context: Medicinal plants provide medicinal properties due to the presence of natural compounds. The presence of phytochemical constituents in medicinal plants plays an important role in healing and also helps in curing human diseases. Plants have been used for medicinal purposes since ancient time. Consumption of medicinal herbs is increasing day by day and in such condition the cultivation of medicinal plants would be very profitable. Treatment with medicinal plants is considered very safe as there is no or negligible side effects. Nowadays, due to the advancement in Science and technology, everyone is moving away from nature. But, we human being are a part of nature so we should contribute to the preservation of nature and promote the growth of medicinal plants. Plants are natural products and have no side effects, safe, eco- friendly and many of them are locally available. Hence, the college has taken up the cultivation of turmeric (Curcuma longa, family Zingiberaceae) and ginger (Zingiber officinale , family Zingibercaeae). Ginger and turmeric are both excellent sources of protective compounds. The anti oxidants found in ginger is known to prevent heart disease and cancer. Turmeric can be used to reduce cholesterol and the chemical compound cucurmin which is present in it has inflammatory anti-cancer and antioxidant properties. In addition to this, both ginger and turmeric are widely used in food processing and preservation technology. They are also a source of income to the people who grow them in the fields. Also many entrepreneurs build small scale to medium scale industries for the production of turmeric and ginger products like ginger pickle, ginger powder, turmeric powder, ginger tea powder, etc. Turmeric powder is considered essential daily need and is widely used daily in cooking as curry powder, taste enhancer and food colour. It has many health benefits and is one of the most important ingredients in Manipuri cuisine. Fresh ginger is also one of the essential daily needs used as an important ingredient in Manipuri cuisine. Ginger is also used as a home remedy to relieve cough and throat pain. Due to their huge advantages, the demand for consumption of turmeric and ginger is very high and hence the price has risen over the last few years. Therefore, it is very important to increase the production of ginger and turmeric in the state on a high scale. This is one of the factors why our college has taken up the initiative to produce ginger and turmeric in the college campus. Practice: Among the medicinal plants our college cultivated turmeric (Curcuma longa) and ginger(Zingiber officinale) in the college campus. The cultivation programme was performed by the Botany Department and eco club. College NSS unit also look after the plantation. The land is prepared during early monsoon showers. The soil is brought to a fine tilth by giving about three deep ploughings. Split finger rhizomes are used for planting. Small pits are made with a spacing of 25x30 cm2. Pits are filled with cow dung and vermicompost produced inside the college vermicompost unit. Mulching is also done immediately after planting with green leaves. Weeding and irrigation are also carried out at regular intervals by both Eco club and NSS unit. The crop is harvested in 7-9 months. By ploughing the lane, rhizomes are gathered by hand picking and mud is cleared. The fingers are separated from mother rhizomes and mother rhizomes are kept as seed material. Evidence of success: The college has achieved great success from the cultivation of ginger and turmeric. The product is used in the food processing technology where our Home Science Department utilize it for preparing delicious pickle and candies of ginger and turmeric. College also arranged an awareness programme with the students and local woman folk on how to make similar kind of pickle and candies. Thus, it helps in the entrepreneurial development among the students and the local residents. The college imparts entrepreneurial knowledge to the students and local residents

on the wide benefits of ginger and turmeric, and the scope of expansion to industry level by growing and producing ginger products and turmeric products on a wide scale. On the other hand, by selling these products income is also generated to the college. Also by doing this, Botany Department helps the students and local residents to understand the medicinal uses of these plants. Problem encountered and Resource required: • Field management and to select the quality of planting material is also a difficult task. • Difficulty in managing pests and diseases. • Water supply for watering the plants is limited in during the non rainy season. • Fund shortage of the college. Difficulty in finding dedicated resource for the management of field as students are occupied in academic activities BEST PRACTICE 2:- Title: Fish Farming Goal: • To increase the food production of fish and also provide a better economy. • To create additional income and improve its water management. • To enhance the knowledge of fishery to the students. • To provide a solution for the unemployed youths. Practice: Fish farming is the fastest growing branch of agriculture under animal food production. Fish is the main element of daily food chart and particularly in Manipur, fish is an important ingredient in our daily diet routine. The fish available in the state are mostly pond, lake and river fish which are not saline in nature. Fish has many benefits. It provides high quality proteins, minerals and oils. Freshwater fish are not as high as sea fish in the healthy omega-3 fatty acids, however they still make a nutritious choice for lunch or dinner as most are low in fat and high in protein. Also, the freshwater fish variants contain more vitamin A and folate, and are generally higher in calcium and monounsaturated and polyunsaturated fatty acids. Consumption of fish improves cardiovascular health. It is also known to lower risk of stroke, depression and mental decline with age. We need 45.3 gm protein daily and among them 15.1 gm will be animal protein and due to the presence of high amount of protein and other essential elements, the price of local fish is very high. The fishes which are harvested from seas and rivers are not sufficient for the mass consumption everyday due to high population and it increases day by day. Also cultivating naturally available fishes will affect the fish population and their natural habitat which will impact the food chain and may endanger the species. On the other hand, fishes also play important role in the employment, economy development and providing nutrition. Fish farming gives a great opportunity to exterminate unemployment problems in the state, and also increases the production of fish for the daily consumption. From these above reasons, college has take up the initiative to start fish farming on a small scale. College has a big pond near the science block and is planning to expand fish farming to inside the college campus or nearby areas in the near future. The teachers and the students of Zoology Department take part in this fish farming and they monitor and manage the food and health situation of the fishes on a regular basis. Composite fish culture technique is used in the college fish farming. Using this technique, culture is prepared for 5 or 6 species, both indigenous and exotic together, in a single fish pond. Selection of fish species is also done by the teachers after the study of fish and their habitat. Evidence of success: College has achieved grand success from fish farming. Fish farming in pond is a self sustaining as it grows plants and algae for fish food. Thus it helps in water management. Due to composite fish culture technique, the habitat of local fish is also restored. Another benefit of fish farming is by selling fish, extra income is also generated for the college. As there is more demand of fish by the people, the production and supply of fish is also more. The students who are involved in the programme have the idea of entrepreneurship. Thus, it provides employment to them thereby solving the problems of unemployment. Problem encountered and Resource required: • Seasonal flood • Insufficient water in dry season • Pollution in water • Lack of fund. • Maintenance becomes difficult as there is no dedicated resource available to look after the fish farming. Students are mostly occupied with academic activities.

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## 7.3 – Institutional Distinctiveness

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

INSTITUTIONAL DISTINCTIVENESS: Most of the students of the college are coming from rural and hilly areas. The primary objective of the establishment of the college was to open up the doors of higher education in the region with a view to provide the very access to higher education to the rural youths to whom it was a distant dream as there is no other government or private college in the vicinity within the radius of about 25km.The college is attended by a large number of schedule cast and schedule tribe and other backward classes students as compared to general categories since the neighbouring villages are inhabited mainly by SC.ST and OBC communities. The college aims a distinctive area to provide quality education to the students and guide them to mould their future. A special teaching programme known as ''Remedial Coaching" is carried out to provide additional classes and guidance to the students and help them to improve in areas where they lack knowledge and understanding. These are free and special classes which are carried out on the top of the regular normal classes. As a result of this, the college is able to witness the evidence of success in many ways. There has been a drastic improvement in the academic performance and at university examinations with increase in the pass percentage. On top of this programme, we have a very dedicated faculty member who has committed their time effort in uplifting the teaching process carried out in the college. The teaching methodologies are assessed time on time to ensure the college provides the latest and most effective teaching methods for the students. As a result of this, the college has been able to produce a number of meritorious students and state level toppers in university examinations

| Provide the weblink of the institution |
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## 8.Future Plans of Actions for Next Academic Year

i) Starting online classes to the students. ii) To updated database of research articles, books, book chapters, conference proceedings and seminar abstracts published by faculty members. iii) To construct a proper fencing around the college campus. iv) To organise Student Induction Programme v) To initiate online mode in admission and examination fee payments vi) To encourage MOU and collaborative venture with industries/corporate bodies. vii) To maintain clean and pollution free campus.