# The Annual Quality Assurance Report (AQAR) of the IQAC
## Of kakching Khunou College from 1ˢᵗ July, 2016 to 30ᵗʰ June, 2017

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

## Part – A

## 1. Details of the Institution

1.1 Name of the Institution

> Kakching Khunou College

1.2 Address Line 1

> Kakching Khunou Umathel

Address Line 2

> Kakching District, Manipur

City/Town

> Imphal

State

> Manipur

Pin Code

> 795103

Institution e-mail address

> mkakchingkhunoucollege@yahoo.com

Contact Nos.

> 03846266311, 09862027263

Name of the Head of the Institution:

> Dr. M. Sarda Devi

Tel. No. with STD Code:

> 03846266311

Mobile:

09862027263

Name of the IQAC Co-ordinator:

Dr.L.Ibochoubi Singh

Mobile:

09856426906

IQAC e-mail address:

mkakchingkhunoucollege@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

MNCOGN19896

1.4 **NAAC Executive Committee No. & Date:**
   *(For Example EC/32/A&A/143 dated 3-5-2004.*
   *This EC no. is available in the right corner- bottom*
   *of your institution's Accreditation Certificate)*

EC (SC)/19/A2A/5.1

1.5 Website address:

www.kakchingkhunoucollege.com

Web-link of the AQAR:

http://www.kakchingkhunoucollege.com

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | B | 2.27 | 2016 | 1st Dec,2027 |
| 2 | 2nd Cycle | | | | |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

1.7 Date of Establishment of IQAC :     DD/MM/YYYY

12/01/2014

1.8 **AQAR for the year** *(for example 2010-11)*

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i.  AQAR __1st IQAR from 01-07-2016 to 30-06-2017_____(DD/MM/YYYY)4
   ii.  AQAR_____ _____ (DD/MM/YYYY)
  iii.  AQAR_____ _____ (DD/MM/YYYY)
  iv.  AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University            State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College      Yes ☑      No ☐

Constituent College      Yes ☐   No ☐

Autonomous college of UGC      Yes ☐   No ☐

Regulatory Agency approved Institution      Yes ☐   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution    Co-education ☑   Men ☐   Women ☐

                   Urban ☐   Rural ☑   Tribal ☐

Financial Status    Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B

             Grant-in-aid + Self Financing ☑   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify)    .Computer Courses (CCC,DCA) Diploma in Food Processing

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1.12 Name of the Affiliating University *(for the Colleges)*

Manipur University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NA

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

UGC-COP Programmes

NO

## 2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

0

2. 6  No. of any other stakeholder and

community representatives

01

2.7 No. of Employers/ Industrialists

0

2.8  No. of other External Experts

02

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

2+2=4

2.11 No. of meetings with various stakeholders:   No.   7   Faculty   3

Non-Teaching Staff Students   2   Alumni   0   Others   1

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. ☐   International ☐   National ☐   State   2   Institution Level   1

(ii) Themes : One day seminar on Career Guidance on May 20, 2017/ Two awareness workshop cyber security on 28th May, 2017 / One day awareness workshop Application of bio technology on 5th June, 2017.

2.14 Significant Activities and contributions made by IQAC

* For maintaining and sustaining quality education IQAC interact regularly with class representatives and class coordinators of each and every department.
* Through feedback, IQAC is constantly learning process.
* Strengthen the environmental projects for green campus.
* IQAC encourage research to all the faculty members.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|---|---|
| * To activate regular academic audits during semester.<br>* IQAC plan to conduct National and International seminars, conferences, | * Under the steering of principal, research regular academic audits were conducted to ensure the completion of syllabus and to good result of syllabus and to good result of internal |

| | |
|---|---|
| workshops, etc.<br>∗ IQAC plan research activities. | assessments.<br>∗ For this academic session IQAC has conducted two seminars and one workshop.<br>∗ IQAC encourage to faculty members to apply research projects to apply research projects to various finding agencies and also encourage in the publication of research journals to the reputed journals. |
| ∗ To encourage sports and Cultural Activities. | ∗ Students have actively participated in sports and cultural activities conducted by University and other Inter-competitions. |

*\* Attached the Academic Calendar in a Annexure - I.*

2.16 Whether the AQAR was placed in statutory body    Yes ☑    No ☐

Management ☑    Syndicate ☐    Any other body ☐

Provide the details of the action taken

∗ IQAC members and Management committee members jointly approved the Annual Quality Assurance report (AQAR) after a detailed discussion. They also suggested to strengthen the quality of teaching learning process, research and consultancy activities. Periodically, IQAC arrange academic review meetings with the H.O.Ds.

<div align="center">

# Part – B

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## Criterion – I

## 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | | | | |
| PG | | | | |
| UG | 22 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | 1 | | 02 |
| Certificate | 1 | 00 | | 0 |
| Others | | | | |
| **Total** | 23 | 1 | | 2 |

| Interdisciplinary | | | | |
|---|---|---|---|---|
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

| Pattern | Number of programmes |
|---|---|
| Semester | 23 |
| Trimester | |
| Annual | |

1.3 Feedback from stakeholders*    Alumni ☐    Parents ☐    Employers ☐   Students ☐ ✓
   *(On all aspects)*

   Mode of feedback    :    Online ☐   Manual ☐ ✓  Co-operating schools (for PEI) ☐

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> None in the year 2016-17

> None in the year 2016-17

1.5 Any new Department/Centre introduced during the year. If yes, give details.
   No.

## Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 97    | 97               | NA                   | NA         |        |

2.2 No. of permanent faculty with Ph.D.

| 10 |
|----|

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| 01 | 15 | NA | NA | NA | NA | NA | NA | NA | NA |

2.4 No. of Guest and Visiting faculty and Temporary faculty  | 01 |  | 0 |  | 9 |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|----------------|---------------------|----------------|-------------|
| Attended       |                     | 1              | 1           |
| Presented papers |                   |                |             |
| Resource Persons |                   |                |             |

2.6 Innovative processes adopted by the institution in Teaching and Learning:
   * Innovative processes initiate in the last 2 yrs have been continued. Use of ICT and augmentation of library resources have been mode more extensive.

2.7 Total No. of actual teaching days during this academic year

| 175 |
|-----|

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions).
   * Not union the purview of an affiliated college

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development  workshop

| 0 | 0 | 0 |
|---|---|---|

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III  % | Pass % |
| B.A. | 561 | | 62.10 | 2.20 | 1.20 | 65.50 |
| B.Sc. | 510 | | 61.25 | 3.21 | 2.15 | 66.61 |
| CCC | 20 | | 90.0 | | | 90.0 |

As Shwon in Annexure III.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

* By means of analysis of student feedback.
* By means of informal academic audit.
* By means of the analysis of performance of students in exams.
* By means analysis the reports of HODs.

2.13 Initiatives undertaken towards faculty development

* Report awaited.

| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
|---|---|
| Refresher courses | |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 01 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 01 |
| Others | 0 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | | 05 | 00 | 01 |
| Technical Staff | 06 | 04 | | |

# Criterion – III

# 3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Encourage to present/publish research papers in seminars, conferences and in high impact factor journals.
2. Staff motivated to apply for minor and major research projects.
3. Faculty encouraged to join Ph.D and pursue research.

3.2    Details regarding major projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number |  | 1 |  |  |
| Outlay in Rs. Lakhs |  | 39.5 |  |  |

3.3    Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 2 | 8 |  |  |
| Outlay in Rs. Lakhs |  |  |  |  |

3.4    Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 1 | 2 | 3 |
| Non-Peer Review Journals |  |  |  |
| e-Journals |  |  |  |
| Conference proceedings |  |  |  |

3.5 Details on Impact factor of publications:

Range [    ]    Average [ ✓ ]    h-index [    ]    Nos. in SCOPUS [    ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | 4(2012-2016) | UGC | 39.5 lakhs | 39.5 lakhs |
| Minor Projects | 1 | UGC | 26,06,500 | 18,91,500 |
| Interdisciplinary Projects |  |  |  |  |
| Industry sponsored |  |  |  |  |
| Projects sponsored by the University/ College |  |  |  |  |
| Students research projects *(other than compulsory by the University)* |  |  |  |  |
| Any other(Specify) |  |  |  | None |
| Total |  |  | 65,56,500 | 58,41,500 |

3.7 No. of books published   i) With ISBN No. [ 1 ]   Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ UGC ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | | | 2(Seminar) | | 1 |
| Sponsoring agencies | | | NIELIT & MU | | |

3.12 No. of faculty served as experts, chairpersons or resource persons [ ]

3.13 No. of collaborations   International [ Nil ]   National [ Nil ]   Any other [ 2 ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From funding agency [ 58, 41,500 ]   From Management of University/College [ Nil ]

Total [ 58,41,500 ]

3.16 No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialised | Applied | Nil |
| | Granted | Nil |

3.17    No. of research awards/ recognitions   received by faculty and research fellows of the institute in
        the year

| Total | International | National | State | University | Dist | College |
|-------|-------------|----------|-------|-----------|------|---------|
|       | NIL         | NIL      | NIL   | NIL       | NIL  | NIL     |

3.18 No. of faculty from the Institution
     who are Ph. D. Guides
     and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  X          SRF  X          Project Fellows  X          Any other          X

3.21 No. of students Participated in NSS events:

University level  20          State level  17

National level  1          International level  NIL

3.22 No.  of students participated in NCC events:

University level  NIL          State level  NIL

National level  NIL          International level  NIL

3.23 No.  of Awards won in NSS:

University level  [   ]          State level  [   ]

National level  [   ]          International level  [   ]

3.24 No.  of Awards won in NCC:

University level  [   ]          State level  [   ]

National level  [   ]          International level  [   ]

3.25 No. of Extension activities organized

University forum [ ] College forum [ ]

NCC [ ] NSS [ 1 ] Any other [ 1 ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Comprehensive programme organised by NSS Kakching Khunou College & NSS Units to help rural students to perform effectively in High School Leaving Certificate Examination with the mentoring of faculty members.

# Criterion – IV
# 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus area | 12.8 | | | 12.8 acre |
| Class rooms | 25 | | | 25 |
| Laboratories | 17 | | | 17 |
| Seminar Halls | 3 | | | 3 |
| No. of important equipments purchased (≥ 1-0 lakh)  during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 2 lakhs | | 200000/- |
| Others | | | | |

4.2 Computerization of administration and library
- N-list online SLIM software for library

4.3  Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 6118 | 813400 | | | 6118 | 813400 |
| Reference Books | 5402 | 626300 | | | 6126300 | 626300 |
| e-Books | 3135000 | | | | | |
| Journals | 23 | | | | 23 | 13500 |
| e-Journals | 6000 | | | | | |
| Digital Database | UGC-N-LIST | | | | | |
| CD & Video | 1&1 | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 22 | 1 | In Campus | 1 | 1 | 3 | 19 | |
| Added | 16 | | | | | | | |
| Total | 38 | 1 | | 1 | 1 | 3 | 19 | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Tower connecting internet
Staff Training, Students, CCC(2months certificate) DCA(6 months) NDLM

4.6 Amount spent on maintenance in lakhs :

i)  ICT                                            Rs. 399193

ii)  Campus Infrastructure and facilities          Rs. 1312400

iii) Equipments                                    Rs. 184643

iv) Others                                         Rs. 68311

**Total :**                                        1964547

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* IQAC organises weekly assembly of students and announces various information in relation to awareness of various aspects.
* Internet facility with WiFi connectivity is made available throughout the college campus.
* All information are updated on notice boards and college website to ensure active participation by students in various aspects.
* Academic calendar of the college is prepared with the consultation of different HODs and distributed to the students.
* IQAC facilitates students in applying various scholarships.
* Grievance Redressal Cell is constituted to address the grievances of the students through feedback.
* Through NSS encourage the students to take part in community development activities.
* Woman's grievance cell is open in the college an empowers the girl students and female faculty members.
* Anti ragging committee is constituted for the welfare of the students.

5.2 Efforts made by the institution for tracking the progression.

* Various committees are formed to support the students such as academic committee, admission committee, counselling cell, grievance cell, debating society, sports committee etc.
* Meetings are conducted between principal and head of departments to discuss on the progress of students in academic matters.
* Periodical Parent – teacher meets are held to communicate the academic performance and attendance of the students.
* Class teachers help the students not only the academic activities but also the non-academic matters when they persue any help.
* Seminars, workshops are conducted in connection with curriculum.
* Academic audit in being conducted for every semester to evaluate the progress.
* Regular internal assessments are conducted to improve the academic quality of the students.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|------|------|------|
| 1071 | Nil | Nil | Nil |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

| No | % |
|------|------|
| 622 | 58.1 |

Women

| No | % |
|------|------|
| 449 | 41.9 |

| Last Year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 170 | 218 | 253 | 510 | Nil | 1151 | 168 | 228 | 261 | 414 | 1 | 1071 |

Demand ratio:   Nil        Dropout % 0.46%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

None

No. of students beneficiaries     | Nil |

5.5 No. of students qualified in these examinations

NET | | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

Counselling: The College has career guidance and counselling cell. It extends assistance to students will personal and psychological problems. The cell also offers guidance regarding training and career options.

Career Guidance cell: The Career guidance and counselling cell of the college is catering to the needs of students with the following objectives.
1. To organise coaching programmes to create awareness on the importance of higher studies in different parts of the country and abroad.
2. To organize coaching classes in order to accelerate the knowledge of t6he academic courses particularly for the weak students. Further the cell also aims to open coaching classes of competitive examinations like CAT, GATE, etc.
3. To arrange campus interviews and recruitment drives being tide up with the prominent private schools and entrepreneurs.

No. of students benefitted     | 20 |

5.7 Details of campus placement

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 3 | 32 | 16 | 4 |

5.8 Details of gender sensitization programmes

* Women development Cell of the college organizes International Women's day was celebrated on Wednesday, the 17th March, 2017. Which is an opportunity to appreciate the remarkable contribution of women to our society.
* The cell counselled and solved many personal and academic related problems of women.

## 5.9 Students Activities

5.9.1    No. of students participated in Sports, Games and other events

State/ University level    16    National level    4    International level    Nil

No. of students participated in cultural events

State/ University level    10    National level    2    International level    Nil

5.9.2    No. of medals /awards won by students in Sports, Games and other events

Sports:  State/ University level    1    National level    Nil    International level    Nil

Cultural: State/ University level    2    National level    Nil    International level    Nil

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|---|---|---|
| Financial support from institution | 5 | 15600 |
| Financial support from government |  |  |
| Financial support from other sources | 325 | 1787500 |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11    Student organised / initiatives

Fairs        : State/ University level    | NIL |    National level    | NIL |    International level    | NIL |

Exhibition: State/ University level    | NIL |    National level    | NIL |    International level    | NIL |

5.12    No. of social initiatives undertaken by the students    | 8 |

| Sl. No. | Name of the Clubs | No. of Social Initiatives |
|---|---|---|
| 1 | All Kakching Khunou United Club's organisation (AKKUCO) | 3 |
| 2 | N.S.S. | 2 |
| 3 | Eco Club Kakching Khunou College | 2 |
| 4 | Woman's Grievance Redressal Cell | 1 |
|  | **Total** | **8** |

5.13 Major grievances of students (if any) redressed: Nil

# Criterion – VI

## 6.  Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To provide quality and affordable education through holistic and sustenance initiatives.

Mission: To mould the students into intellectually competent, morally upright, socially committed and academically inspired persons.

6.2 Does the Institution has a management Information System

Yes, the Institution has a management Information system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1  Curriculum Development

As the college is affiliated to Manipur University, the institution follows the curriculum provided by the University. When the University invited for participating <u>Curriculum Enrichment committee meeting,</u> the college sends representatives for sharing the discussion.

### 6.3.2  Teaching and Learning

- Modern teaching and learning tools have been provided to the faculty to implement in the class room teaching.
- Smart Boards along with projectors, audio visual aids are also provided in some of the class rooms.
- Remedial classes are taken by the faculty for weak students.
- Special arrangements have been made for spoken English, skill development for the students.

### 6.3.3  Examination and Evaluation

- Monthly internal assessment tests are conducted and are being evaluated within a week after the test.
- The attendance as well as the assessment marks is communicated to the parents through mobile, letters to review the performance of the students.
- Counselling of students is usually organised for every month to find out the academic progress and guide them towards improvement based on remedial classes.

### 6.3.4  Research and Development

- A research and Development committee is established with an objective of promoting research among the faculty members.
- Kakching Khunou College Research Journal is published half yearly by the Research and Development Committee of the college.

### 6.3.5  Library, ICT and physical infrastructure / instrumentation

The college library is equipped with computerized internet link e-journal (NLIST – inflibnet) and recent books, journals, Magazines, Reference books etc. Occasional book exhibitions, workshops related to library and information sciences and technology are being conducted.

ICTC:
- The ICT facilities and other learning resources are available in the institution for academic and administrative purposes.
- Some class rooms, tutorial rooms, seminar halls, laboratories are enabled with ICT tools.

Physical infrastructure/instrumentation:

The college extends Greenery campus , spacious playground.

- Science Block
- Indoor Stadium
- Well equipped labs.
- Swimming pool
- Two women's hostels
- Canteen
- Multipurpose Hall
- Basket ball ground
- Botanical garden.

### 6.3.6 Human Resource Management

- As per guidelines of UGC and affiliated University faculty and staff requirements are filled up by the governing body.
- Incentives are awarded to the efficient faculty members and supporting staffs who are presenting extra ordinary works, published research papers, conducted workshops and seminars.

### 6.3.7 Faculty and Staff recruitment

Based on UGC and Manipur University guidelines.

### 6.3.8 Industry Interaction / Collaboration

The institution has no interaction with the industry. But recently, the college has collaborated with Hangle industries in opening vocational courses on Food Processing and preservation Technology under RUSA scheme.

### 6.3.9 Admission of Students

∗ Admissions are made upon the mark basis secured in the previous examinations.

6.4 Welfare schemes for

| Teaching | ✓ |
|---|---|
| Non teaching | ✓ |
| Students | ✓ |

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done     Yes  ✓  No

- Faculties are allowed to pursue research work and also granted special leave to attend the seminars, research activities ect.
- Most of the faculties are engaged for minor and major research projects and National Publictions.

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Board/University | Yes | College Authority |
| Administrative | Yes | Director Higher Education | Yes | College Authority |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes　　Yes ☐　　No ☑

For PG Programmes　　Yes ☐　　No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- University provides the opportunity for revaluation.
- Examination results are published on the University website.
- Flying squad teams are sent to the centres for inspection.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University permitis the opportunity for the selection of elective courses by the students.

6.11 Activities and support from the Alumni Association

- The institution has Alumni Association.
- Institution conducts alumni meet every year.
- Alumni members motivate and guide the students to become entrepreneurs.

6.12 Activities and support from the Parent – Teacher Association

Periodically Parent Teacher Association meeting is conducted to know about the student's progress. They suggest ways and means for development and improvement of the students.

6.13 Development programmes for support staff

    Short term computer course are offered in the institution for developed.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Rain water harvesting.
- Energy conservation.
- Maintenance of green environment and planting trees.

## Criterion – VII

## 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
- Introduction of value added courses such as DCA (Diploma in Computer Application) in the Computer Centre and 1year Diploma Course on Food Processing and Preservation Technique (Vocational) under RUSA to improve technical skill of the students.
- Environment Audit of the campus was conducted.
- Students Feedback on teaching created a positive impact on teaching learning process.
- Coaching classes are conducted specially for the hostellers.
- Tutorial classes for slow learners are also conducted in selected departments.
- Teachers are motivated to undertake major/minor research projects.
- Due emphasis has been given to practical classes in all science departments.
- Social involvement of the students through NSS has been improved.
- Extension activities such as blood donation camp, NSS special camp have been carried out.
- Career guidance programmes have been increased.
- Appointment of one guest teacher in English department.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
- IQAC has developed strategies to monitor and improve attendance, results, classrooms and laboratory quality.
- Regular feedbacks received from students.
- Entire campus is equipped with WI-FI connectivity.
- Pre-admission counselling was conducted on 25-06-2017.
- Workshops on career guidance were conducted on 20-05-2017.
- A one day workshop on Applications of Biotechnology was organised on 5-06-2017

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Remedial coaching. (As detailed in the Self Study Report, 2016)
- Social activities of NSS.
  Regular programmes as detailed in the Self Study Report, 2016 are pursued in the year 2016-17 as well with the following new programmes:

  1. A one day Discussion on "Understanding on Conflict" in collaboration with North East Dialogue Forum (ENDF) and Social Youth Development Organisation. (7th Feb. 2017)
  2. A Radio play "Amamba Lambida" by NSS Voluteers was broadcast by A.I.R. Imphal, in Yuv Vani programme (29th March, 2017)
  3. A six day NSS special camp was organised from 24th-29th May, 2017
  4. A one day Free Yoga Camp was organised on 25th May, 2017 in Collaboration with Nehru Yuva Kendra, Thoubal and Development of Urban and Rural Organising Centre, Imphal
  5. Radio play "Punshi Lambisida" on 31st May, 2017
  6. International Day of Yoga celebrated on 21st June, 2017 in collaboration with Nehru Yuva Kendra, Thoubal.

*Provided the details in annexure III & IV*

7.4 Contribution to environmental awareness / protection

- Regular programmes such as plantation, maintenance of greeneries, energy conservation, rain water harvesting, and efforts for carbon neutrality as detailed in the Self Study Report 2016 are pursued in the year 2016-17 as well.
- Green audit has been done on 3rd June, 2017

7.5 Whether environmental audit was conducted?     Yes  [ ✓ ]   [ ]   No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
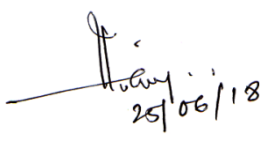
- **Strength:**
  1. Large area of the College
  2. Large number of SC/ST/OBC Student
  3. Two numbers of NSS units
  4. A dedicated team of teachers and non-teaching staff
- **Weakness:**
  1. Less number of vocational programmes
  2. Insufficient ICT facility for teaching learning process
  3. Weak Alumni
  4. Weak feedback response from students
- **Opportunity:**

1. Imparting higher education to the wards of the remote/rural people of four districts.
2. Strong support from neighbouring local people and well-wishers.
3. To avail SC/ST/OBC and special scholarships to the students.

- **Threats:**
  1. Socially, economically and educationally backward rural students.
  2. To prepare the students to face the challenges of the fast changing scenario.
  3. Scarcity of funds for infrastructure development and modern ICT facilities.

## 8. Plans of institution for next year

1. Extension of women's hostel building.
2. Purchasing of New books for all the departments.
3. Providing more energy saving lights and other devices to the classrooms and departments.
4. Providing more projectors, Computers and printers for the Departments.
5. Additional toilets for both Ladies and Gents.
6. Additional water purifier cum cooler to be installed in Science Block and Library.
7. Augmentation of smart class room facility.
8. Digitalisation of Library.
9. Extension of class rooms.
10. Construction of boundary fencing.
11. Construction of staff quarters for teaching and non-teaching staff.
12. A two day workshop on the use of ICT in teaching learning process for the faculties.
13. A computer training programme for the employees of the College in collaboration with NIELET, Imphal.
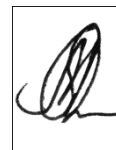14. Construction of Boys Hostel.

*Name :* **Dr. L. Ibochoubi Singh**                          *Name :* **Dr. M. Sarda Devi**

*Signature of the Coordinator, IQAC*                  *Signature of the Chairperson, IQAC*

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# KAKCHING KHUNOU COLLEGE
## *CALENDER OF EVENTS FOR THE ACADEMIC YEAR-2016-17*

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| MONTH | No. of week to Academic session | Dates in the week | HOLIDAYS | Number of no class days | No. of days available for holding Class/exam. | Remarks/Events |
| JULY 2016 | 1st week | 1-3 | 3 – Sunday | 1 | 2 | Commencement of B.A./B.Sc. classes. |
| | 2nd week | 4-10 | 6 – Idul fitter,10 – Sunday | 2 | 5 | |
| | 3rd week | 11-17 | 17 – Sunday | 1 | 6 | 12 – College Foundation Day |
| | 4th week | 18-24 | 24 – Sunday | 1 | 6 | |
| | 5th week | 25-31 | 31 – Sunday | 1 | 6 | |
| AUGUST 2016 | 6th week | 1-7 | 7 – Sunday | 1 | 6 | |
| | 7th week | 8-14 | 13 – Patriot's Day 14 – Sunday | 2 | 5 | |
| | 8th week | 15-21 | 15 – Independence day 21 – Sunday | 2 | 5 | Aug. 19 – District Level Debating Competition |
| | 9th week | 22-28 | 25 – Krishna Astami 27 – Hunger Marcher's day 28 – Sunday | 3 | 4 | |
| Aug-Sept 2016 | 10th week | Aug 29- Sep 4 | Sept. 4 – Sunday | 1 | 6 | |
| SEPTEMBER 2016 | 11th week | 5-11 | 5 – Teacher's day 11 – Sunday | 2 | 5 | |
| | 12th week | 12-18 | 13 – Idul joha 16 – Vishwakarma Pujah 17 – Tarpon houba 18 – Sunday | 4 | 3 | |
| | 13th week | 19-25 | 25 – Sunday | 1 | 6 | Annual sports met |
| Sept-Oct 2016 | 14th week | Sept 26- Oct 2 | Sept. 30 – Irabot day Oct. 2 – Sunday & Gandhi Jayanti | 2 | 5 | Manipur University Inter college Football Tournament |
| OCTOBER 2016 | 15th week | 3-9 | 8 – Imoinu puja/Durga puja 8 – Sunday | 2 | 5 | Oct 4, 5 & 6 NAAC Assessment |
| | 16th week | 10-16 | 16 – Sunday | 1 | 6 | |
| | 17th week | 17-23 | 23 – Sunday | 1 | 6 | |
| | 18th week | 24-30 | 25 – Students' union election 30 – Sunday | 2 | 5 | 25 – College Students' Union Election |
| Oct-Nov 2016 | 19th week | Oct 31- Nov 6 | Nov 1 – Ningol Chakouba Nov 6 – Sunday | 2 | 5 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | 20th week | 7-13 | 10 – 13 Harvesting Holiday | 4 | 3 | Harvesting Holiday |
| NOVEMBER 2016 | 21st week | 14-20 | HARVESTING HOLIDAY 20 – Sunday | 7 | Nil | Harvesting Holiday |
| | 22nd week | 21-27 | 23 – 26 Theory Exam 27 – Sunday | 1 | 6 | Ist & Vth Sem Theory Exam |
| Nov – Dec 2016 | 23rd week | Nov 28 – Dec 4 | 4 – Sunday | 1 | 6 | Ist & Vth Sem Theory Exam |
| | 24th week | 5-11 | 5 – 9 Exam 11 – Sunday | 1 | 6 | Ist & Vth Sem Theory Exam close on 09th. |
| DECEMBER 2016 | 25th week | 12-18 | 12 – Nupilal 18 – Sunday | 2 | 5 | III Sem. Theory Exam. From 14 – 12 – 2017 |
| | 26th week | 19-25 | 24 – Christmas eve 25 – Sunday | 2 | 5 | III Sem. Theory Exam. 5th sem. pract. Exam. |
| | 27th week | Dec.26- Jan 1 | Jan 1 – Sunday/ New Year's Day | 1 | 6 | III Sem. Theory Exam. |
| | 28th week | 2-8 | 1 – 6 Exam 8 – Sunday | 1 | 6 | III Sem. Theory Exam. Ist sem. Pract. Exam. |
| JANUARY 2017 | 29th week | 9-15 | 9 – Emoinu puja 10 – Gaan-ngai 15 – Sunday | 3 | 4 | Jan. 11-12 – Two days' Workshop on Cyber security |
| | 30th week | 16-22 | 22 – Sunday | 1 | 6 | |
| | 31st week | 23-29 | 26 – Republic day 29 – Sunday | 2 | 5 | 3rd sem. pract. Exam. |
| Jan-Feb 2017 | 32nd week | Jan 30- Feb 5 | 5 – Sunday | 1 | 6 | Jan 30 – 36th Freshers' Meet. Feb. 4 Botanical Study tour |
| FEBRUARY 2017 | 33rd week | 6-12 | 12 – Sunday | 1 | 6 | Feb.7-Discussion on "Understanding on Conflict" |
| | 34th week | 13-19 | 15 – Lui-ngaini 19 – Sunday | 2 | 5 | |
| | 35th week | 20-26 | 26 – Sunday | 1 | 6 | |
| Feb-March 2017 | 36th week | Feb 27- March 5 | March 5 – Sunday | 1 | 6 | |
| | 37th week | 6-12 | 12 – Sunday (Holi) | 1 | 6 | |
| March 2017 | 38th week | 13-19 | 13 – Holi 19 – Sunday | 2 | 5 | |
| | 39th week | 20-26 | 26 – Sunday | 1 | 6 | |
| March-April 2017 | 40th week | Mar.27- Apr. 2 | March 29 – Cheiraoba April 2 – Sunday | 2 | 5 | |
| | 41st week | 3-9 | 9 – Sunday | 1 | 6 | |
| | 42nd week | 10-16 | 14 – Good Friday 16 – Sunday | 2 | 5 | |
| April 2017 | 43rd week | 17-23 | 23 – Sunday | 1 | 6 | |
| | 44th week | 24-30 | 30 – Sunday | 1 | 6 | 24 – Awareness programme on Cyber security |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| MAY 2017 | 45th week | 1-7 | 1 – May Day<br>7 – Sunday | 2 | 5 | |
| | 46th week | 8-14 | 14 – Sunday | 1 | 6 | 2nd & 6th Sem.theory Exams from 9th May |
| | 47th week | 15-21 | UG EXAM<br>21 – Sunday | 1 | 6 | 2nd & 6th Sem. Exams May 20 – Seminar on Career Guidance with Model Career Centre NIELET, Imphal |
| | 48th week | 22-28 | UG EXAM<br>28 – Sunday | 1 | 6 | 2nd & 6th Sem. Exams close on 25-05-2017 4th sem.theory exam- (May 27- June 6). NSS Special camp(24th-29th). Free Yoga Camp On 25th May. |
| May-June 2017 | 49th week | May 29-June 4 | SUMMER VACATION from June 1<br>June 4 – Sunday | 1 | 6 | 6th sem. Pract. Exam. 4th sem. Theory exam. |
| JUNE 2017 | 50th week | 5-11 | 11 – Sunday<br>SUMMER VACATION | 1 | 6 | June 5 – World Environment Day 2nd sem. pract. Exam. 4th sem. Theory exam. Zoological study tour on 07-06-17. |
| | 51st week | 12-18 | 18 – Sunday<br>SUMMER VACATION | 1 | 6 | 4th sem. Pract. Exam. |
| | 52nd week | 19-25 | 25 – Sunday<br>SUMMER VACATION | 1 | 6 | 21st June-International day of yoga celebrated. 25th June – Pre-admission Counselling |
| | 53rd week | 26-30 | 26 – Idul fiter<br>SUMMER VACATION | 1 | 6 | Admission of BA/BSc. 1st sem. |

**Annexure: II**

**Students' Feedback System**

1. **Objective:**
   - To bridge the communication gap between students and teachers. Also to strength teaching learning process.
   - To provide an opportunity to teachers for improving their teaching skills.
   - To get suggestions from students about teachers and various facilities provided to them.

2. **The Context:**
   - Sometimes teachers may not know how to convey the concepts to the students. In that case teaching becomes less effective unless the matters are brought to the notice of the teachers concerned he/she can't bring necessary changes into his/her teaching style. This is why 'Students' Feedback system came into existence.
   - Students are also given opportunity to resources provided by the college. To utilize these facilities suggestions from students are very useful.

3. **The Practice:**
   a) Feedback is conducted once a semester of the middle of the semester.
   b) The feedback is taken manually through a questionnaire. The co-ordinator of IQAC is responsible for arranging the process with the co-ordination of Heads of the Departments.
   c) Students are presented with a questionnaire which they answer selecting appropriate options. Comments and suggestions from students are also entertained.
   d) H.O.Ds and the principal check the feedback report and discuss the various aspects.

4. **Evidence of Success:**
   After receiving the feedback a teacher comes to know about the areas he/she is logging. He/she then makes necessary improvements.

5. **Future Plans:**
   To conduct feedback twice a semester to change from manual to online syatem.

**Annexure III**

**Remedial Coaching**
From 10th September to 9th November, 2016

Details of the Remedial Coaching:

| Sl. No. | Subject | No. of class done | No. of students attend |
|---|---|---|---|
| 1. | General English | 60 | 100 |
| 2. | Physics | 60 | 20 |
| 3. | Chemistry | 60 | 20 |
| 4. | Mathematics | 60 | 20 |
| 5. | Botany | 60 | 20 |
| 6. | Zoology | 60 | 20 |

**Objectives of Remedial Coaching:-**
- To give more help and support for the show learners.
- To pay individual attention to the low achiever in the class.
- To rise their level of comprehensions of basic subjects.
- To provide a stronger foundation for further academic work.

**Context:-**
Most the students of this college are coming from rural and hilly areas belonging to scheduled castes, scheduled Tribes and other backward classes having different family backgrounds with different living standards. The college has been facing certain challenges which are of upmost importance. It is a challenging task for the management and faculty to ensure optimal participation in the remedial classes with such a varied range of student profile. As the number of student of students is large, it is a difficult task in the criteria of selection. Usually selection is based on slow learners and S.C. and S.T.

**The Practice:**
- S.Cs. and S.Ts. are recognized as the most backward groups who need special protection and proper upliftment.
- The general candidates are also allowed to avail the facilities with some nominal monthly fees. However, physically challenged students and the students coming from families with income below the poverty line are exempted from paying the fee.
- Coaching classes are held after the routine time – table.
- Tutorial classes are taken according to the requirements of the students.
- Revisions of important and difficult topics are made.

**Evidence of success:**

Students show improvements in academic performance and at University examinations. The pass percentages have increased to a great extent. The failure rate and dropout rate has decreased tremendously.

**Annexure IV**

        **Social Activities of NSS**

    The two units of NSS of the college with 200 volunteers organised various programmes and activities during the academic session as mentioned below.

1. A one day discussion on 'Understanding Conflict' was organised in collaboration with North East Dialogue Forumn, Imphal, Manipur and Social. Youth Development Organisation, Kakching Khunou College on (7th Feb, 2017). 68 participants took part in the discussion.
2. A radio play "Amamba Lambida" (Dark Lane) by NSS volunteers was broadcast by A.I.R. Imphal in Yuva Vani programme on 29th March, 2017. The theme play is on career guidance of the students.
3. A six day residential camp was organised from 24th to 29th May, 2017. Resource persons delivered lectures on career guidance, leadership, personality development and environmental pollution 42 NSS volunteers participated in the camp.
4. A one day free Yoga camp was organised in collaboration with Nehru Yuva Kendra, Thoubal District and Development of Urban and Rural organising Centre, Imphal. 27 students participated in the camp. International day of Yoga was celebrated on 21st June, 2017 in collaboration with Nehru Yuva Kendra, Thoubal.
5. A radio play 'Punsi Lambisida' (On the Way of Life) was presented by NSS volunteers in Yuva vani from A.I.R. Imphal.