



Yearly Status Report - 2017-2018

Part A

Data of the Institution

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/AOAR-2016-17.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-2017-18.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
IT and Digital Service	15-May-2018	26

Training for the faculty members	1	
Workshop on report writing and presentation for students	23-May-2018 1	78
Regular meeting of the members of IQAC for sustainable feedback to enhance quality education to learning & teaching process	23-Jun-2018 1	13
Academic audit conducted and its follow up action is taken	14-Jun-2018 2	28
View File		

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	DBT	BCIL	2017 1825	650000
Kakching Khunou College	Women's hostel	UGC	2018 365	1000000
Kakching Khunou College	Swimming pool, indoor stadium, sports equipments, MRP	UGC	2018 365	1762000
Kakching Khunou College	VOCATIONAL COURSE	RUSA	2018 365	459494
View File				

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 :

3

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

No

during the year?

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

The college campus is made plastic free zone

Preservation of eco-friendly campus and greenery plantation

IQAC wave link & college website are regularly updated

Extension activities performed to the adopted village by the NSS unit

Regular counselling of the students to the new session was organized

[View File](#)

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
Upgradation of Alumni	New members are enrolled as a bulk registration.
Preparation of annual academic calendar.	A well planned academic calendar is prepared by IQAC with the Heads of Departments
Encourage for internal & External tours for each department.	Students get experience awareness about outside environment and their response on complying study field report
To train computer literacy to all the faculty members.	Ninety percent of the faculty members are made IT literate.
View File	

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

2018

Date of Submission

13-Apr-2018

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 has its own system for curriculum delivery and documentation but the college is affiliated to Manipur University. The college follows the curriculum and syllabi of Manipur University. The college is a co-educational institution offering B. A. and B. Sc. courses. Accordingly, such degree courses have six semesters leading to the award of degree for both General and Honours courses for both Arts and Science. Academic planning is done before the beginning of each academic year by conducting a meeting of all HODs of nineteen departments and extended academic committee members to discuss the preparation of academic calendar, time table and distribution of workloads. After the meeting, as per resolution, the preparation work of academic calendar and time table is done by the Academic committee of the college. The well-prepared academic plan is put up by the principal to the governing body of the college for approval. The approved academic plan is circulated to all HODs and faculty members for information and follow up action for effective teaching learning process. The college has an admission committee; the entire work of admission is done by this committee. Our admission process is done on the basis of merit basis and availability of seats. The reservation policy of the state government is followed strictly by the institution. Before starting the academic session, the college arranges a group wise counselling session inviting their parents and guardians also. The institution has brought in few opportunities in curriculum for the students at large and especially for weaker students. The teachers of the college take special classes for the students who secure poor marks in the college unit test examinations. Besides, the concerned teachers provide study materials such as guide books, solved questions of university examinations, probable questions for the examinations etc. In order to complete the syllabi, prescribed by the University each teacher of each department works hard side by side. The academic committee of the college also took quarterly progress reports from the HODs as well as students. The college has its exam conducting system under the Examination Committee. The examination committee notified and scheduled the program of unit test to be conducted, accordingly the concerned teacher/department arranged unit test and reported the results to the committee. Semester examinations of Manipur University is conducted by the Examination Committee of the college as per programme scheduled by the University. In order to conduct the examination smoothly, the examination committee called committee meeting in advance to discuss the examination aspects such as selection of AOC and SI, room arrangement, collection of question papers, vehicle arrangement, appointment of invigilator to the faculty members etc. Usually, Manipur University invites teachers of the college for participating in different aspects such as evaluation process of the Semester Examinations, updation of curriculum and setting of questions etc. In this response a few faculty members participated in such above aspects.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
-------------	-----------------	-----------------------	----------	--	-------------------

Nil	Food processing and preservation technology	03/07/2017	365	Both employability and entrepreneurship	yes
-----	---	------------	-----	---	-----

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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
Nil	NA	Nil

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	03/07/2017	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	35
BSc	Botany	43
BSc	Geography	24
BSc	Home Science	28
BSc	Zoology	41
View File		

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

The college usually obtained feedback from different groups such as students, parents, Alumni and Teachers in different aspects such as satisfaction of the syllabi prescribed by the affiliated University, teaching learning process comprising satisfaction about the teaching methodology, completion of syllabus, teachers' approach and capability etc. Feedback is also obtained regarding infrastructural facilities provided in the college such as library, canteen, sports facility like playgrounds and sports equipment, laboratory, location of the institution, parking facilities and campus etc. The collection of feedback from the students is done only from the final year students for every year by the concerned departments at the time of examination by distributing prepared feedback form. In the feedback form the degree or level of agreement is mentioned and give the opportunity to choose the level in multiple choice type questions. The feedback is prepared in five levels such as 1. strongly agree, 2. agree, 3. natural, 4. disagree and 5. strongly disagree. The collected feedback is minutely analysed by IQAC in association with governing body of the college. If the result is poor or under satisfaction the authority attempts to improve the area. Feedback from alumni is collected at the time of Annual Alumni Meeting and also feedback from parents is obtained on the day of Annual Parents' meet. The feedback result is the image of the institution. It gives the opportunity for correction or improvement wherever necessary in 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
BA	Eco/Edn/Eng/Hist/HSc/Man/Phil/PSc/Soc/Geg	530	552	530
BSc	Ant/Bot/Che/Geol/Math/Phy/Zoo/HSc/Stat/P.Edn	398	436	398
No file uploaded.				

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
2017	928	Nil	98	Nil	Nil

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-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
----------------------------	---------------------------------------	-----------------------------------	----------------------------------	----------------------------	---------------------------------

	Resources)				
97	21	12	3	2	1
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has not started students mentoring system as of the current academic session.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
928	98	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
Nil	Nil	Nil	Nil	Nil

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
2017	Nil	Nil	Nil
2018	Nil	Nil	Nil
No file uploaded.			

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
BSc	Ant/Bot/Che/Gel/Math/Phy/Zoo/Hsc/Stat/P.Edn	6th semester	06/06/2018	31/08/2018
BA	Eco/Edn/Eng/Hist/Hsc/Man/Phi/Psc/Soc/Geg	6th semester	06/06/2018	31/08/2020
View File				

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

The internal evaluation system of the college is based on the performance of unit test and attendance of students. The college introduced weekly test, midterm examination and final examination. The evaluation of students through project work, assignments, group activity, seminar presentation etc. are carried out in most of the departments of the college.

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

For every year the college prepares its academic calendar and issue to all the students before beginning of the session and at the time of admission. This calendar is also avail to all the teaching and non-teaching faculties of the college. The academic calendar comprises of lists of departments and their faculties, extracurricular activities, IQAC meeting schedule, general meeting schedule, holiday list, schedule of college examination etc. The tentative dates of NSS units and social service programmes, sports activities programme, literary meet cultural programmes are also included. All these details of the programme of the calendar are regularly updated to the website of the college

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
Ant/Bot/Ch e/Gel/Math/P hy/Zoo/HSc/S tat/P.Edn	BSc	Ant/Bot/Ch e/Gel/Math/P hy/Zoo/HSc/S tat/P.Edn	164	158	96.3
Eco/Edn/En g/Hist/HSc/M an/Phi/Psc/S oc/Geg	BA	Eco/Edn/En g/Hist/HSc/M an/Phi/Psc/S oc/Geg	142	139	97.8

No file uploaded.

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/Feed-Back-report-2017-28.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
Nil	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
One day awareness Programme on legal rights	National Commission for women new Delhi,	24/11/2017

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	Nil	Nil	Nil	Nil

No file uploaded.

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
Plastic Free Zone	ECO Club, Kakching Khunou College	9	98
Food Preparation and Preservation of Fruits and Vegetables	Human Resource Centre Kakching Khunou College	4	125
AIR Talent hunt Programme	NSS Unit, Kakching Khunou College in association with Yuv Vani Section of AIR Imphal	3	27
Unity Day	NSS Unit, I Kakching Khunou College in association with Manipur University	5	19
Womens Day	Women Grievance Cell Kakching khunou College	5	34
World Forestry Day	ECO Club, Kakching Khunou College	7	73
International Yoga Day	NSS Unit, Kakching Khunou College in association with Nehru Yuva Kendra Thoubal, Ministry of Youth affairs and Sports, Govt. of India.	6	86
Sensitization on Gender Criminal Justice Reform	NSS Units kakching Khunou College in Collaboration with Women Action for Development, Imphal	4	42

[View File](#)

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	Nil
No file uploaded.			

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 activities	Number of students participated in such activities
Observance of Rashtriya Swachhta Pakhwada	NSS Unit, Kakching Khunou College in association with Yuv Vani Section of AIR Imphal	Rashtriya Swachhta Pakhwada	12	42
Organizing Slogan Competition on Swachhta Pakhwada	NSS Unit, Kakching Khunou College in association with Nehru Yuva Kendra, Thoubal	Swachhta Pakhwada	5	16
Celebrating the Swachhta Hi Seva	NSS Unit, I II III Kakching Khunou College in association with Manipur University	Swachhta Hi Seva	6	18

[View File](#)

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
No file uploaded.			

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	Nil	Nil	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	Nil	Nil	Nil
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	2381324

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

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 partially)	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	6118	813694	85	11305	6203	824999
Reference Books	5402	1085802	51	10251	5453	1096053
e-Books	3135000	Nil	8120	Nil	3143120	Nil
Journals	18	1350	Nil	Nil	18	1350
e-Journals	2	Nil	Nil	Nil	2	Nil
No file uploaded.						

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	Nil
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	26	2	1	1	20	2	0	10	0
Added	2	0	0	0	0	2	0	0	0
Total	28	2	1	1	20	4	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 academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
800000	876521	2000000	2381324

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)

As the college is Govt. aided, the construction, maintenance, repairing of administration, academic, laboratory, library, toilet, sports complex, computers, classrooms etc are mainly done by Governing body of the college. But the college has several committees for maintenance of all the Assets- computer systems/servers, technical devices, computer labs, Internet and networking, classrooms, electronic equipments, furniture, conference / seminar halls, sports equipments, gymnasium etc. which comprise the total infrastructure of the campus. However, the institution needs to have institution's policy statement on maintenance that clearly exhibits standard procedures pertaining to foolproof maintenance of all the assets including preventive maintenance. For maintenance of major Lab equipments, concerned HODs report the requirements to the Principal and the services from concerned experts are sought. The college engages M/S, Sharma Bros Scientific Instruments Co. Imphal for maintenance of Laboratory equipments from time to time. Every Department has a

lab attendant to look after the general neatness of the rooms. Cleanliness of library rooms, computer rooms and other Centres such as Sports complex, swimming pools etc. are taken care of by the concerned departments with the support of Grade IV staff 2 in-house chowkidars. Grade IV housekeeping(mali) staff are employed for maintaining cleanliness in the campus

<https://kakchingkhunoucollege.edu.in/academic-and-support-facilities/>

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	7	37800
Financial Support from Other Sources			
a) National	SC/ST	338	1855740
b) International	N/A	Nil	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 implementation	Number of students enrolled	Agencies involved
Remedial Coaching	11/07/2018	96	Kakching Khunou College
Yoga Meditation on International Day of Yoga	21/06/2018	73	NSS, Unit Kakching Khunou Unit, Nehru Yuva Kendra Thoubal, Ministry of Youth affairs and Sports, Govt. of India.
Training Programme on Life Skills, Leadership Personality Development	15/11/2017	86	NSS Unit Kakching Khunou College, NSS Cell Manipur University Regional Directorate of NSS, Guwahati

[View File](#)

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 passed in the comp. exam	Number of students placed
2017	Career Counselling Cell	62	78	Nil	Nil

[View File](#)

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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	B.Sc. Mathematics	Mathematics	Manipur University	M.Sc. Mathematics
2017	1	B.A. Political Science	Political Science	Manipur University	M.A. Political Science
2017	1	B.Sc. Chemistry	Chemistry	Manipur University	M.Sc. Chemistry
2017	1	B.Sc. Physical Education.	Physical Education	Punjab University	B.D.Ped
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
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Nil	Nil	Nil
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
2017	Gold Medalist	National	1	Nil	KKC/123	N. Malem nganba Singh
2017	Silver Medalist	National	1	Nil	KKC/141	Longjam Anindro Singh
View File						

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

The college has an annually elected students' body, namely the 'Kakching Khunou College Students' Union' comprising of 1. General Secretary 2. Finance Secretary 3. Games and Sports Secretary 4. Social and Cultural Secretary 5. Magazine Secretary 6. Debate and Extension Secretary 7. Boys' Common Room Secretary. 8. Girls' Common Room Secretary. The Union prepares an annual budget for executing different activities during an academic session. The main activities are conduct of Annual Freshers' Meet, Annual Sports Meet, organization of Cultural Meet, publication of annual college magazine, debates and other extension activities, arranging student external and internal study tours. They also take part in the organisation of other extra-curricular activities like maintenance of good hygiene and sanitation, tree plantation, extension activities, maintaining a neat and clean campus and outreach programmes. They are engaged in sending representatives in the inter-college games, cultural activities performed at the university and state level. The Students' Union participate in the various administrative activities of the college and share their might in the overall development of the College. Some members of the union are empanelled to the committees of the college like IQAC, Academic Monitoring Committee, Women Cell, Grievances and Redressal committee etc. They also engage in non-formal modes of engagement to inculcate a sense of belongingness and unity among the student community. The Students' Union also takes major role in maintaining discipline and decorum among the student community inside the college campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Kakching Khunou College has a registered Alumni Association in the name of Kakching Khunou College Alumni Association (KKCAA) with its registration No. 87 of 2016-17 which was established on 23/05/2014 and registered under section 7(i) of Manipur Society Registration Act 1990. The association has its 46 founder members. Most of the alumni members are not Govt. employee, so the Association does not help financial matter in the College but it helps in other

activities basically for the welfare of the students and development of the College. The Association conducts general body meeting once in a year and executive meeting based on the necessity to render views and suggestions for the advancement of the students and the college. Main objectives of the association are: - i). To organise Social Awareness Programmes such as Health and Cleanliness, tree plantation and other co-curricular activities such as sports meet, cultural meet etc. ii). To encourage and foster mutually beneficial interaction between the Alumni and the current students of the college towards the overall development of the college. iii). To arrange and establish scholarship and Award Funds for deserving and needy students. iv). To encourage the Alumni to take an active role and taking interest in progress of the institute. v) To contribute towards enhancement of the social utility of the College.

5.4.2 – No. of enrolled Alumni:

58

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

i) Annual general body meeting ii) Participation to all college functions and programmes iii) Encourage and help in college admission process iv) Sponsoring students.

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 delegating authority and providing operational autonomy to all departments, committees, societies and associations to work towards decentralised governance. Academic committee and IQAC formulate working procedure and delegate academic and operational decisions. HODs along with the faculty members are empowered and given freedom to take decisions for the constructive growth of the Departments Purchase Committee is empowered for procurement of various items as required by the institution. Library committee is empowered take decision and purchase up to a certain amount. The Academic Committee and IQAC collect information regarding academic infrastructure requirements. Students are allowed to form students' union for the promotion of leadership quality, participation in governance and administrative matters. Students are nominated in various committees in rotation for a period of one academic year.

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
Admission of Students	College prospectus along with application form is uploaded in the institutional website. Wide publication is made in the local newspapers and electronic media. Selection procedure

	<p>includes written test and counselling. Reservation for ST, SC and OBC are as per the State Government norms in force. Candidates with outstanding sports and cultural activities are duly considered. Differently abled persons are exempted from appearing in written tests for admissions</p>
Industry Interaction / Collaboration	<p>Until now no MoUs were signed as part of industry-academia initiatives. But emphasis is given more to the department heads to initiate this collaboration</p>
Human Resource Management	<p>Since the college is a government aided college, all the teaching and nonteaching staff are appointed and posted and subject to the service regulations of the government aided colleges by the Governing Body.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The college has a well stocked library furnished by ample text books, references, periodicals, journals etc. The entire library is automated by a software known as SOUL. E-library facility is provided to the student and allowed to use NLIST-INFLIBNET. Internet facility is available in the college campus.</p>
Research and Development	<p>The college encourages the optimum participation of the faculties in the research activities. The college recommends maximum number of teachers to the UGC for undergoing Ph.D. under Faculty Development Programme or undergoing Major or Minor Research Projects under the financial assistance of the UGC or other funding agencies. The UGC or other funding agencies provides the grant for undergoing Ph.D. or Major or Minor Research Projects and the college provides study leave on duty. Though the college could not provide seed money or research grant from the college fund, the college provides infrastructural facilities like library, laboratory, required for undergoing the Research Projects.</p>
Examination and Evaluation	<p>Weekly test, fortnightly test, midterm and selection exam test are regularly done. They have to clear all the exam in order to appear for the University Exam. If not, notification will be given to the parents and counseling is given to students along with the parents. With the proper mix of weekly test, mid-term examination</p>

	and selection examination, students are continuously evaluated throughout the semester. Class teachers of each course follows the schedule defined in the academic calendar of the college for conducting these examinations and also keeps the proper records of the same.
Teaching and Learning	Regular classes in the classroom start by the beginning of the session. All the teachers take their respective classes along with the normal classes using white board and marker pen, interaction session and discussion with the students are also going on. If there be any uncovered part of the syllabi, then remedial classes are also done. Some times when the exam approaches, for giving exam tips revision classes are also done by some specific teachers of particular department. By doing so the syllabus is covered by the end of the session.
Curriculum Development	As the college is affiliated to Manipur University, we follow the curriculum and Syllabus designed and decided by a syllabus committee of Manipur University.

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

E-governance 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
Nil	Nil	Nil	Nil	Nil
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	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
------	---	--	-----------	---------	---	---

	teaching staff	non-teaching staff				
2017	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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
Faculty Development Programme	28	05/05/2018	22/06/2018	47
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	98	Nil	29

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>i) Maternity leave provided to lady teachers ii) Casual leave for 12 days. 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 two-wheeler. vii) Staff recreation room. viii) Gymnasium. ix) Staff meeting is conducted to share views of members.</p>	<p>i) Maternity leave provided to lady staffs ii) Employees Provident Fund (EPF) to all the staffs. iii) Canteen facilities. iv) Personal loan given. v) Staff recreation room. vi) Staff meeting is conducted to share views of members. vii) Training given to staffs for office management, computer application etc. viii) The staffs are encouraging to pursue for their further studies. ix) Casual leave for 12 days.</p>	<p>i) Free admission to economically backward students ii) Scholarship to SC/ST students iii) provision of free medical aid to students in case of emergency. iv) Students are allowed to form students' union for the promotion of leadership quality, participation in governance and administrative matters. v) Students are nominated in various committees in rotation for a period of one academic year.</p>

6.4 – Financial Management and Resource Mobilization

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

No internal finance audit is done as there is no Internal finance Audit system for the College. But for external Finance Audit, local Fund Audit conducts 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
--	-------------------------------	---------

Nil	0	0
No file uploaded.		

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	Academic and Administrative Audit
Administrative	No	Nil	Yes	Academic and Administrative Audit

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

i) Participation for all the public functions of the college ii) Parents meeting. iii) The teaching staffs of the college meet the parents for the progress of their wards.

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

i) Training given to staffs for office management. ii) computer application. iii) The staffs are encouraged to pursue further studies

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

i) Campaign for the cleanliness to the college and adopted village ii) Preparation of Academic Administrative audit of the college. iii) Initiative taken for conversion of the college as full-fledged Govt. College.
--

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	International Women's Day	08/03/2018	08/03/2018	08/03/2018	56
2018	A tree plantation programme organised in connection with the World Environment	05/06/2018	05/06/2018	05/06/2018	74

	Day				
2018	Lecture on Yoga and its importance on International Day of Yoga	21/06/2018	21/06/2018	21/06/2018	83
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
Workshop on Self-defence for girl students of the college	18/09/2017	03/10/2017	57	Nil
Sensitization on gender and criminal Justice Reform.	28/12/2017	Nil	31	11
Beti Bachao Beti Padhao	03/02/2018	10/02/2018	37	21

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
Use of LED bulbs: -The college uses LED bulbs instead of ordinary incandescent bulb for conservation of energy. 1 KV (By changing CFL light incandescent bulbs to LED bulbs)

7.1.3 – Differently abled (Divyangjan) friendliness

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

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	Nil	1	10/07/2018	15	Swachhta Bharat Internship	Awareness Programme on Swachh Bharat	34
2018	Nil	1	16/10/2018	16	Swachhata Pakhwada Fortnight	Cleanliness Waste management awareness as Swachhta Pakhwada	36

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Students	12/06/2018	In the college diary , the students code of conduct is given and this code of conduct of student revised and updated regularly yearly as necessary.
Staffs	03/06/2018	For the teaching staffs there is a service rule as a code of conduct. This is regularly revised and published before the academic year begins.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Plantation of tree on the Celebration of world environment day	05/06/2017	05/06/2017	72
Lecture and practice of Yoga in the Observation of International Day of Yoga	21/06/2018	21/06/2018	93
Swachh Bharat Cleanliness and	10/07/2018	25/07/2018	23

Sanitisation

[View File](#)

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

Edible fruit plants are planted to the periphery of the campus by staffs and students.

Rain water harvest programme is setup inside the campus during the rainy season.

Dust bins and dumping pits for biodegradable are made.

Remainder boards at appropriate places are placed

Vehicles are restricted to the college campus except some particular parking zones.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 1. Title of the practice: Village adoption and development programme by NSS. Goal: ? To improve the living conditions of the villagers living in Tokpaching village who are deprived of basic amenities. ? To provide health and environmental awareness of the villagers. ? To create an awareness on promoting the cleanliness and hygiene in the village by improving the sanitation facilities. The Context Tokpaching is a village situated about 5km northwest from the college. As the village is located in remote hill area, most of the villagers are uneducated with the lack of knowledge on the importance of health and hygiene. Also this is one of the reasons why the villagers of Tokpaching are deprived of basic amenities. So, the programme aims to improve the living conditions of the village. The college conducted surveys to understand the existing sanitation condition and help to improve the same. The Practice: The college has been organising various activities and programmes in view of improving health, sanitation and education of the villagers residing Tokpaching. The NSS cell of the college has been a major contributor of such programmes where the motive is to create an awareness of health and hygiene of the villagers. As a part of Swachh Bharat Summer Internship programme held on 10-25 July 2018, the following activities were taken up for the welfare of Tokpaching villagers by the NSS volunteers. • A cycle rally was organised to promote health and environment awareness .The rally focus on educating the villagers on the importance of cultivating the habit of a healthy life style and in benefits of preserving the surrounding environment. • A cleanliness drive was carried out at Mondum Mahadeva and Pumlun lake which lies in the vicinity of Tokpaching . It was cleaned by the NSS volunteers. The drive also helped the villagers understand the necessity and relationship between cleanliness and healthy living. • The team visited door to door to provide awareness on health and environmental protection. • Health drinks like ORS packets were distributed to the villagers. • Village sanitation survey was conducted to understand the hygiene and sanitary condition of the villagers. Accordingly, actions were implemented to improve the sanitary condition of the villagers. Evidence of success: The village adoption and development program was a huge success. It was a huge success. It was widely accepted by the villagers of Tokpaching. As a result of the various awareness program and activities, the knowledge on the health and hygiene of the villagers has immensely improved. The mindset of the villagers has also changed and they started inculcating the practice of good sanitation and hygiene for personal as well as within the community. The cycle rally captured the attention of the villagers and motivated them towards a healthy and hygiene lifestyle. The door to door visit to the villagers made sure that each individual had a health check done and the personal interaction built the confidence in the mind of the

villagers in accepting the importance of good health and hygiene. As a result of the sanitation survey that was conducted in the village, there was a desire need to install improved sanitary latrines in each of the homes. Hence, sanitary latrines were installed in some of the homes of the villagers wherever needed. In the meantime the college also suggested taking financial assistance from the Integrated Low Cost Sanitation Scheme by the ministry of Housing and Rural Poverty Alleviation. Although the programs were conducted successful and it enhanced the living conditions of the village, we also faced some issues while trying to spread awareness and impart knowledge to the minds of the villager. The major problems include transportation challenges, regional barriers and the difference in the mindset to accept the importance of hygiene. Some of the villagers were reluctant to accept for implementation of good hygiene and we had to convince them to accept the same. Another challenge we faced was insufficient fund needed for carrying out various activities and to purchase amenities for install good hygiene.

Best Practice 2 Title: Vermicompost technology

Goal:

- To eliminate need for chemical fertilizers and make the soil healthy.
- To introduce the production and use of vermicompost technology among the students as well as farmers.
- To generally create awareness about the use of environment friendly composting technique to the students and locality.
- To provide income generation to the local farmers.
- To convert agricultural residue, cowdung and leaf litter from college campus into compost.
- To create awareness among students about great entrepreneurial development.

The Context: Vermicompost is the production of decomposition process using various species of earthworms. It is a natural fertilizer, soil conditioner and organic in nature. The college is situated in the rural area, so 70-80 of the locality practises agriculture. They use lots of chemical fertilizers and pesticides. The harmful effects of continued use of chemical fertilizers and pesticides ruin the soil and its fertility. Vegetables grown using chemical fertilizers are also harmful for consumption. On the other hand, agricultural residues like straw, green leaves cow dung are easily available in the locality. Cow dung is easily available in the locality .Using vermicompost the local farmers not only avoids the harmful effects of chemical but also saves money in the process. Form this context, it provides suitable reason to set up vermicompost unit in the college and it benefits in terms of striking a balance between costs and effectivity. And also this modern technology will open up widened environmental protection especially agricultural cropland and college campus.

The Practice:

The practices include: Vermicompost Unit:- The college sets up 1m² capacity with length 3.5 m, width 1.5m, height 2.5m, roof length 4m, width 2m , height 1m. The pit has wire mesh cover. **Preparation of feeding biomass:** - Leaves litters from college campus, vegetable residue from college hostels kitchen and canteen, straw from agricultural area , cowdung from locality in the ratio of 8:1 are deposited into the vermicompost pit. **Choice of earthworm:** - For getting best result the college use two different types of exotic species such as Eisenia foetide and Eudrilus engeniae. These species convert about 70-80 biomass into casts and also it provide high speed of breeding. The college introduces 600-1000 worms per pit. **Protection:** - The college maintain the pits in optimum moisture in the range 40-50 with temperature in the 20-30oC range. Wire mesh cover is provided for preventions from cats, dogs, birds etc.

Collection of Casts:- About 80-90 of the feed biomass is converted into nutrient rich casts in the form of dump in a conical heap. The worms collect at the base and dried material is passed through a 3mm sieve and then collected casts as vermicompost. The college collected about 2 tones of vermicompost per year. **Evidence of success:** The college has achieved great success in vermicompost technology. The local farmers who earlier used chemical fertilizers came to know about the harmful effects of it. Now by using compost, they are aware of the farming. Use of vermicompost also reduces the expenditure for buying the chemical fertilizers and social fertility is also increased. It also benefits the environment by decreasing the amount of waste going to

landfills. In addition to this, the major solid waste materials generated in the college such as dried leaves or plant clippings and other biodegradable waste materials are processed by using vermicompost technology and recycled as organic manure. This organic manure is utilised as natural fertilizers for the plants grown in the college campus and surroundings and also in the botanical garden of the college. Local farmers are also aware of the advantages of vermicompost technology and they started producing organic manure for own usage as well as for sale. Hence, this provides an additional income to the local farmers. Students involved in the production of vermicompost are also aware of the potential of vermicompost technology and it gives them business and entrepreneurship ideas. Problems encountered : • Maintaining optimum moisture 40-50 is very hard. Regularly checking becomes a tedious job. • Regular water supply is essential in summer season but with limited water supply in non rainy season, this becomes difficult. • Some students who stay far from college cannot contribute much to this activity

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://kakchingkhunoucollege.edu.in/kkc_uploads/INSTITUTIONAL-BEST-PRACTICE-2017-18.pdf

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

The College has completed 37 years realizing its vision to impart higher education to the learners mostly coming from economically weaker families in the southern periphery of the state of Manipur. Being located in a rural area and mainly attended by the students belonging to scheduled caste, scheduled tribe, OBC and minority, the management from the very inception of the college targeted to open as many subjects as feasible so as to give advantage to the unprivileged learners of this area. So far the college is able to open as many as 19 subjects which is considered as one of the highest compared to any other college of the state. It has been a long-cherished dream of the college to open vocational courses and skill development programmes in the college. The IQAC of the college has also targets some such programmes such as food technology, fishery, yoga etc. in the annual plan during the year under report. The aim and objective of opening such courses is to provide skill for livelihood to some of the graduates who are not benefitted to that extent by the knowledge gained through the study of general degree courses. Adopting the national policy of skill development and the UGC scheme of vocational programme, the college applied for opening vocational courses in food processing, computer hardware technology and fishery. The department of Higher and Technical Education, Govt. of Manipur in its office memorandum No. 14/20/2017-HE/RUSA dated the 3rd July, 2017 has approved the college for opening vocational course in the Food processing and Preservation Technology under RUSA from the academic session 2017-18. The students of the college are allowed to pursue this vocational course side-by-side general B.A./B.Sc. degree course according to the guideline of the UGC. It is expected that the students would be benefitted by this additional skill imparted in the college. This would surely empower them by giving opportunity of alternative employment.

Provide the weblink of the institution

<https://kakchingkhunoucollege.edu.in/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

i) To engage in research works/oriented research activities. ii) To organize seminar and workshop. iii) to organize awareness programme on gender issues and

gender equality. iv) Maintaining drainage system inside the college campus. v) Increase in certificate courses vi) Increase in smart class rooms. vii) To introduce new courses under vocational courses.