



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		KAKCHING KHUNOU COLLEGE
• Name of the Head of the institution	Dr. PANGAMBAM MEMCHA DEVI	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03848266311	
• Mobile No:	9856343200	
• Registered e-mail	principal@kakchingkhunoucollege.edu.in	
• Alternate e-mail	memcha.p@gmail.com	
• Address	Kakching Khunou, Kakching District, Manipur.	
• City/Town	Kakching Khunou	
• State/UT	Manipur	
• Pin Code	795103	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Manipur University				
• Name of the IQAC Coordinator	KHUMUKCHAM AMUJAO SINGH				
• Phone No.	7005256704				
• Alternate phone No.	03848266311				
• Mobile	9856268126				
• IQAC e-mail address	principal@kakchingkhunoucollege.edu.in				
• Alternate e-mail address	caskas123@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://kakchingkhunoucollege.edu.in/aqar/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://kakchingkhunoucollege.edu.in/gliksihy/ACADEMIC-CALENDAR-2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.27	2016	02/12/2016	01/12/2021
Cycle 2	B	2.23	2022	07/12/2022	06/12/2027
6.Date of Establishment of IQAC			12/01/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Kakching Khunou College	Renovation	RUSA	2020-23	14,44,374
Kakching Khunou College	Extension of Womens ' Hostel	UGC	2019-22	10,00,000
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
• Upload latest notification of formation of IQAC			No File Uploaded	
9.No. of IQAC meetings held during the year			4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report			No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
• If yes, mention the amount				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
1) Reconstitution of existing committees and formation of some new committees for the smooth functioning of the college.				
2) Conduct of Induction Programme of newly admitted students.				
3) Analysis of Feedback collected from the final year students and forwarding suggestions to the Principal for necessary action.				
4) Implementation of students' mentoring systems				
5) Plantation of fruit bearing sapplings in the College Campus on				

World Environment Day, June 5th 2023.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1) To prepare Academic Calendar	Academic Calendar is prepared and Uploaded to the College website
2) To organise/observe National or International important days	Independence Day, Republic Day, Gandhi Jayanti, Patriotes Day, International Yoga Day, Induction Programme, World Aids Day, International Womens' Day, National Science Day held
3) To Plan to organise Induction programme of Students	Successfully conducted students Induction programme for newly admitted students
4) To promote and revive of online system of Teaching and Learning in the college	MOODLE Course was promoted and revived again from the current session
5) To review the Green Audit Report	The Green Audit Report for the last year has been monitored & reviewed with subject expert.
6) To analyze Feedback from various stakeholders	IQAC has been periodically involved in collecting & analyzing the feedback from various stakeholders like students, guardians and alumni members.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
YES	26/04/2023

15.Multidisciplinary / interdisciplinary

As of now the Kakching Khunou College is offering nine subjects in arts stream, nine subjects in science stream and Bachelor of Physical Education and Sports apart from B.Voc programme in Fishery, Yoga and Nature Cure, a diploma course in food processing and preservation technology and computer courses through a computer centre in collaboration with NIELIT and Ibohal Polytechnique. The College is also trying to open other vocational skill courses like carpentry, make-up, tailoring etc. A system is also in the initial stage of planning to maximally utilize teachers of different subjects to teach students in other subjects wherever necessary according to the syllabus.

16.Academic bank of credits (ABC):

All the colleges affiliated under the Manipur University which is a central University implemented NEP 2020 from the Academic Session 2022-23. The Kakching Khunou College being an affiliated college under the Manipur University also implemented NEP2020 like other colleges from the academic session 2022-23. The college also sought registration for Academic Bank of Credits(ABC) of students under National Academic Depository(NAD). Registration of Academic Bank of Credit of newly admitted students under NEP for the academic session 2022-23 has been successfully completed.

17.Skill development:

It is essential that an identified set of skills be incorporated in each stage of learning from pre-school to higher education as envisaged in the NEP 2020. Students are encouraged to improve their soft skills like effective communication, group discussion, debate, quiz, elocution, symposium etc. They are also taught the use of ICT tools and vocational skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college uses English and Manipuri as medium of instruction. The Language Society of the College encourages students in translation works from English to Hindi, Manipuri, Urdu, Arabic and other tribal dialects of the state. Cultural activities focusing the Indian culture and the rich cultural heritage of Manipur are performed every year in a Cultural Meet organized by the Students Union of the

College. Online teaching has been successfully used during the Covid-19 pandemic. And then blended mode of learning has been undergoing in all departments of the college in post pandemic.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome Based Education is an educational theory that bases each part of educational system around goals(outcomes). By the end of the educational experience, each student should have achieved the goal. The role of the faculty adapts into instructor, trainer, facilitator, and mentor based on the outcomes targeted. The college has started mentor-mentee system from the academic session 2020-21 and further the system has been undergoing in this college. The teachers have been tasked to framed lesson plans semesterwise and unit test, internal assessment and presemester examination are conducted.

20.Distance education/online education:

Distance Education also known as distance learning is the education of students who may not always be present physically at the college. This usually involves correspondence courses wherein the students corresponds with the college via mail. Today it usually involves online education. It may be completely distance learning or blended or a combination of distance learning and traditional classroom instruction. So far the college has not applied for opening any course in distance education. However all the faculty members have been undergoing different platforms for online teaching.

Extended Profile

1.Programme

1.1 19

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 967

Number of students during the year

File Description	Documents
Data Template	View File

2.2

570

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

362

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

84

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

99

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	967
Number of students during the year	

File Description	Documents
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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Data Template	View File

2.3	362
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	84
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	99
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	0
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	36
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>* Kakching Khunou College is affiliated to Manipur University and entirely follows the curriculum and syllabus of Manipur University. The college has its own well-organized system for curriculum delivery and documentation.</p> <p>* Regular academic planning is done before the beginning of each academic year by conducting a meeting of all HODs. and approved the annual academic calender. Before starting the academic session the college organises a departmental-wise counselling session inviting their parents and guardians also.</p> <p>* The teachers of the college take special classes for the students who secure poor marks in the college unit test examination. Besides, the concerned teachers provide study materials.</p> <p>* In order to complete the syllabus each teacher of each</p>	

department work hard side by side online classes are switched on moodle platform. The academic committee of the college also take quarterly progress reports from the HOD s and students.

* Semester examinations of Manipur University are conducted by the Examination Committee of the college as per programme scheduled by the University.

* 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 for every examinations, some faculty members participated in such above aspects.

* The college has also devised a mentor-mentee system for addressing the problems faced by students in a better manner.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

* Regular academic planning is done before the beginning of each academic year by conducting meeting of all HOD s of nineteen departments and extended academic committee members consulting the preparation of academic calendar, time table and distribution of workloads in compliance with the time to time circumstances of the year.

* The college adheres to the academic calendar prepared by the college following the academic calendar of Manipur University. This academic calendar is uploaded in the college website and also shares among the students also

* Teachers of different departments take internal assessment examination as per guidelines of the academic calendar. Part of the internal assessment is done through classroom interaction and discussion in tutorial session.

* The college also offers add on courses on Food Processing and Preservation Technology under RUSA and Certificate courses on computer applications.

* In consultation with the Principal as well as according to the examination schedule of the University, the examination committee gives notice and schedules the program of unit test to be conducted, accordingly the concerned teacher/department arranges unit test and reports 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	View File

1.2 - Academic Flexibility

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

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

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

43

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

43

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Kakching Khunou College is affiliated to Manipur University, Canchipur Imphal. The college follows entirely the curriculum and syllabus of Manipur University. Gender, Environment and Sustainability, Human Values, and Professional Ethics are included in the University's curriculum. Further, the college has an annual Gender Sensitization Action Plan for each year under which a number of curricular and co-curricular activities are organized.

There is girls' hostel and girls' common room for day scholars. All Government Flagship Programmes, e.g., Azadi ka Amrit Mahotsav, Swatch Bharat Abhiyan, International Woman's Day, Blood Donation Camps, are the part of college Academic Calendar.

NSS also take active works to raise social and environmental awareness. It organized health check up camps, tree plantations, community cleanliness, water conservation, blood donation and a plastic free campaign as priorities. Besides, personality development, Yoga and counselling also are available

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

212

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kakchingkhunoucollege.edu.in/feedback-report/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1140

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

916

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College uses monitoring and mentoring to keep track of slow learners' progress. Revision classes and counselling sessions are held and additional teaching is taken up if required. Advanced learners are encouraged to study the contents of the syllabus effectively so as to achieve a high percentage of marks and a good score.

The department assesses the learning levels of the students in two ways at the time of the commencement of the program. Advanced learners and slow learners have been identified as per their responses in the classroom as well as the performance in the Unit test, internal examinations. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners.

Following activities are done by teachers for students:

Slow learners: i) Individual counselling. ii) Remedial Coaching
iii) Extra notes. iv) Group discussion session. v). Internal examination process. vi). Extra library books.

Advanced learners: i) Advance notes. ii) Seminar sessions.
iii) Participative learning. iv) Experimental learning sessions.
v) Projects. vi) Assessments. vii) Group discussion sessions.
viii) Advance questions papers.

For better confidence level, the college conducts different activities such as NSS, Cultural, and Sports to develop their overall personality.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
967	84

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The various methods adopted by the teachers in teaching learning include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning, etc. The Teaching-learning activities are made effective through illustration and special lectures. Lessons are taught through PowerPoint presentations to make learning interesting besides oral presenting methods. Lecture method: Interactive method: The teachers make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, discussion, and questions and answers on current affairs.

The college provides an effective platform for students to develop the latest skills, knowledge, attitude, values to shape their behaviour in the correct manner.

Faculty members make efforts in making the learning activity more interactive by adopting student-centric methods.

1. **Experiential Learning:** Department conducts add-on programs to support students in their experiential learning. The department communicates the following experiential learning practices to improve creativity and cognitive levels of the students

2. **Participatory Learning:** In this type of learning, students

participate in different activities such as seminars, group discussions, wallpapers, projects, and skill-based add-on courses.

3. Problem-solving methods: The College encourages students to acquire and develop problem solving skills. For this, the department organizes expert lectures on different topics, participate in different technical tests and other competitions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Now a day, it is extremely needed for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. The College uses ICT in education to support, enhance, and optimize the delivery of education. The following tools are used by the college

ICT Tools:

1. Projectors- 4 projectors are available in different classrooms/labs

2. Desktop, Laptops and Printers- Arranged at Computer Lab and Departments

3. Seminar Rooms and Auditorium- Two seminar halls and one auditorium are equipped with all digital facilities.

4. Smart Board- One smart board is installed in the campus.

5. Digital Library resources (n-list etc)

Use of ICT by the teachers

i) PowerPoint presentations- Teachers are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

ii) Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of moodle LMS.

iii) Video lecture- Recording of video lectures is made available to students for future referencing and long term learning.

iv) Online Classes through moodle LMS

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://kkc.onlineuhe100.in/

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

2.3.3.1 - Number of mentors

84

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As an affiliated college, it has to strictly follow the Internal Assessment System decided by the Manipur University to which it is affiliated.

The internal marking system includes marks for presence, library assignments and internal evaluation tests. At Institute level, this mechanism is very transparent. All the records related to internal examinations are kept carefully and sent to the University from time to time in the format decided by the University.

The Internal Evaluation Tests are taken at the end of every Semester as per the norms decided by the University. An Additional Evaluation Test is also scheduled.

The question papers of the internal tests are drawn after the sample decided for the University examinations. The question papers evaluate memory, logical thinking and descriptive power of the students.

The question papers are received in sealed envelopes from the faculties by the Examination Committee. It is insisted that the assessment of the assignments and answer-books is done properly and in time.

Some teachers prepared quizzes in Google Forms based on the topics of the study and circulated them to the students for continuous evaluation. This turned out to be a good step during the online teaching this year.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college has a transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Students who are admitted for the concerned course are assessed continuously

through various evaluation processes. Unit tests are conducted regularly as per the schedule given in academic calendar. Personal guidance is given to the poor performing students after their assessment. For transparent and robust for internal assessment, the following mechanisms are conducted by the Internal Examination Committee.

1. Question Paper Setting.
2. Conduct of Examination
3. Interaction with students regarding their internal assessment.
4. The method of internal assessment helps the teachers to evaluate the students more appropriately.

Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	View File
Link for additional information	https://kakchingkhunoucollege.edu.in/evaluation/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College is affiliated to Manipur University and follows the Programs that the University has designed. The University has clearly stated learning outcomes of the programs and courses. Some of the key attainments that are expected from students are knowledge, skill development, good communication skills, creative thinking, discipline, inculcation of moral and ethical values, ability to work in teams, and critical thinking.

The course outcomes (COs) are direct statements that describe the abilities that students should possess and the depth of learning that is expected upon completion of a course.

All the courses/programs offered by the institution emphasize on academic quality. In general, the course outcomes of the institution focus on empowering the student for higher studies, research, employment/entrepreneurship and preparedness for competitive examinations.

Program Specific Outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at the end of the program.

Program Outcomes are described to the Students in the beginning of every academic year by teachers and during Principal's address at student induction program.

Teachers introduce the subject to the students for a clear cut idea of the subject. Learning outcome of the programs and courses are discussed with students at the end of each topic.

In all the interactions with the students, awareness on POs and COs is promoted. Learning outcomes of the Programmes and Courses are observed periodically.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kakchingkhunoucollege.edu.in/syllabus/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student. Some of the key indicators of measuring attainment are:

1. End Semester University Examination: Being an affiliated college of Manipur University, the students of the college are

required to take examinations as per the semester and annual pattern set by the university, through which the institution measures programme outcomes based on the course attainment level fixed by the programme.

2. Internal Assessment: The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject.

3. Practical Assessment/ External Assessment: It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Practical examinations, and taking Viva-Voce and evaluating the practical note books.

4. Result Analysis: At the end of each semester, result analysis of each course is carried out indicating the percentage of students falling in different categories of CGPA obtained.

5. Internships: Students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://kakchingkhunoucollege.edu.in/institutional-program-outcomes-course-outcomes/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

280

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://kakchingkhunoucollege.edu.in/feedback-report/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various extension activities and Outreach programmes had been organised by the Institution in the last many years for all round development of the community. Such activities of the Institution not only promoting the societal and community activities but are also leading our students in shaping into responsible citizen of the nation. As citizen of our future Society, our students always try to build up their career, capacity, life skills and personality through such extension activities and outreach programmes. In turn, they can contribute a lot in the nation building process for our motherland. This year also the institution had organised Mass Rally Against Drug Abuse on 17th September, 2022 from Kakching Khunou Bazar through Cheksapat, Umathel then reached Govt. High School ground. The programme was organised in collaboration with All Kakching Khunou United Clubs Organisation (AKKUCO). We also Organised a Mass tree plantation programme at Angangching, B.P.O. Elangkhangpakpi under Kakching District. About 3000 fruit bearing saplings had been planted. Thus the institution had successfully organised Mass tree plantation and cleanliness drive to save our environment. The Institution had also organised a Unity Run for a Healthy India from JNV, Sandumba Achouba, Umathel to Kakching Khunou Lamkhai on 31st October, 2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**1**

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****3**

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****147**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

Nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate physical facilities for teaching and learning to provide quality education and ensure all round development of the students for effective teaching and learning, the policy of the college..

The college has 34 class rooms out of which 3 are smart class rooms. Besides these, every departments is also attached with a separate classroom of its own. Every subject having practical classes - 9 science subjects, 2 arts subjects and Physical Education and sports has laboratories equipped with necessary tools, instruments, chemicals with running water facility. The total number of computers used in the college is altogether 45 out of which 36 pcs are used for academic purpose and the remaining 9 pcs are used for the administrative purpose.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The Kakching Khunou College has adequate facilities for cultural activities, sports, games, gymnasium and yoga. The Students union of the college under the secretaryship of Social and Culture organises a cultural meet in every academic year in which cultural events like dance, song, musical performance of students of different communities studying in the college are showcased. Cultural Programmes are also performed in events like Freshers' Meet, College Foundation day, Patriots' Day, Independence Day, Farewell of final year students etc. The College has an indoor stadium which accommodates Badminton, Table Tennis and Gym. It has a big playground comprising of a football ground, volleyball court, basketball court and spaced for track and athletic events. There is a swimming pool. There is also a Ladies fitness center with necessary equipments and rest room facility in the premises of the college. Sanitary vending machine and incinerator are also installed in it. The college conducts B.Voc. Programme in Yoga and Nature Cure. A well qualified faculty teaches and trains the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10.80

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The importance of Library in the teaching learning process is paramount. The Kakching Khunou College library is one of the largest libraries among the colleges in Manipur. It has separate reading room for teachers and students with the sitting capacity of 50. The library has 6586 textbooks, 5571 reference books, subscribes 3 newspapers and 18 periodicals and journals. The library is automated with INFIBNET NLIST facility, OPECS search points and new arrival display. The staffs and users of our college have access to 6000+ e-journals and more than 2 lakhs e-books. The function and activities of the library is looked after by the Library Advisory Committee.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

59

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution continuously updates the IT facilities in the campus. An IT nodal officer is assigned to take in-charge of the IT and IT enable facilities of the college. There is a leased live internet connections of 10 MBPS. Internet wifi is made available in the college campus. There are 3 ICT enable classrooms in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://kkc.onlineuhe100.in/

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

As a Government College the state government provides fund for maintenance of physical and academic facilities of the college. Apart from these college development and sports fees are realized from the students which can be utilized for the maintenance of support facilities. The committees such as Academic Committee, the IQAC, Library Advisory Committee, Sports Committee, Construction Committee, Wave site Committee, College Beautification

Committee etc. look after the maintenance of support facilities of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

492

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
3	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
3	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Kakching Khunou College has an annually elected students' union namely 'Kakching Khunou College Students' Union' comprising of secretary ship such as General, Finance, Games and Sports, Magazine, Social and Cultural, Debate and extension, Boys' Common Room & Girls' Common Room. The union has seventeen executive members headed by Principal and nominated teachers. The Principal is the president of the students union and one of the teacher is the vice president of the union. The Union prepares an annual budget for executing different activities during the academic session. The main activities are to conduct Annual Sports Meet, Annual Fresher's Meet, publication of annual magazine, arranging student' external and internal study tours. The Union also works in facilitating deserving students in participating district levels, state levels, national level and international level. They play an active role in the welfare of students 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, NSS etc. They also takes active part, along with IQAC in various programmes. Union also takes major role in maintaining discipline and decorum among the student community inside the college campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

57

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Kalching Khunou College alumni association namely "The Alumni Association" is a registered association. The association was registered in 2016 under Manipur Registration act 1989. Objectives of the association are: 1. To bring together all past students on one platform. 2. To provide aid to needy students. 3. To guide the students of the college for professional development, higher education, and bring good citizens. 4. To encourage students for the development of their entrepreneurship skills and self employment. 5. To encourage and support students of the college in sports, cultural and extracurricular activities. 6. To assist and guide students of the college for anti -ragging and any other antisocial activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

As time and situation change, system of education also changes and the country has changed the New Education Policy 1986 to a new education policy known as NEP-2020. In the contemporary world and the 21st century generating the endless new innovative ideas, perspectives and significant knowledge of creativity towards technological change, producing talented learners and leading solution of various global issues, problems and multi-challenges, the institution has been pursuing to impart higher education and share to contribute positive roles towards a dynamic vision.

In the nature of governance, the institution follows the decentralized manner and principle of participatory responsibility with all stakeholders. The institutional head is the principal under whom various committees like Academic Committee, NAAC Steering Committee, Career Counselling, Alumni, Research Forum etc. represented by faculty members, Non-teaching staffs, parents, students etc. are formed. These Committees enjoy autonomy in performing their duties and assist the principal and IQAC.

Perspective Plans:

In order to reaffirm the institutional vision and mission, the Kakching Khunou College has a self-guided perspective plan to impart quality education and achieve its vision, mission, goals and objectives. For its overall development in a systematic and planned way, the following few perspective plans may be considered:

1. To construct a pucca fencing around the premises of college.
2. To improve the infrastructure of the college.
3. To maintain, renovate and improve the existing infrastructure.
4. To organize adequate faculty improvement programme from time to time.

File Description	Documents
Paste link for additional information	https://kakchingkhunoucollege.edu.in/mission-vision/
Upload any additional information	View File

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

The principal is administrative head of the College who is dynamic in vision and has co-ordinating outlook in administration. The institution has a mechanism of management and renders full freedom and autonomy to all the functionaries like HODs and faculty members for creating suggestive policy, plan and smoothly functioning their respective departments and fulfilling the loopholes towards the departmental shortage and constructive feedback of students' performances. The institution enhances the growth of quality education at various levels through efficient, sincere, effective work management of Committees such as IQAC, NAAC Steering, Academic Committee NSS, etc. All the stakeholders work under the principle of participative decentralization for effective functioning of the institution.

As different roles of Committees are important for improvement and development of the institution, system of management in governance is acted freely and flexibly. All faculties are permitted to organize and conduct seminar, conference at any level for the faculty development and participation in the co-curricular activities for institutional achievement. Non-teaching staff members are represented in the different committees and IQAC while framing policies and taking important decisions. Students are also represented in various committees and they are allowed to take part in decision making.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution undertakes certain quality improvement strategies in such way as the following.

Curricular Development:

The College follows the curriculum/syllabi prescribed by the Manipur University.

Monitoring Students Performance through:

- Unit-wise test, Internal Assessment and preparation of modal questions.
- Conducting re-test for improvement and slow students in class and absentees.
- Assignments, group discussion, seminar, project work etc.

Monitoring Teaching Performance:

- Oral feedback towards teaching process obtained from students in the class and committee meeting.
- Result analysis of internal Assessment and University exam

Faculty plan and Development:

The faculty members are encouraged to participate faculty improvement programmes and incentive awards are given to distinguished members. The institution monitors the performance evaluation method for staff members by the Principal and IQAC at the end of every academic session.

Students Level:

Students are motivated to participate and share in various community activities. Annual study tour educational excursion are mandatory. Students are felicitated and encouraged for their achievements.

ICT:

- Enhancing ICT facilities in teaching and learning.
- Providing internet connectivity round the clock and power back facility for laboratories.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The governance of the institution has a systematic mechanism in a participative model and structural functionalism. The organizational structure of the institution is effective, efficient and transparent. The Principal functions as the head of the institution supported by the academic committee and IQAC. The different committees chaired by the principal cooperate and help the functioning of the institution and the non-teaching staff members look after the administration of the institution under the principal. The appointment and service rules of the employees of the institution are as per the Manipur Government appointment and service rule.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://kakchingkhunoucollege.edu.in/organizational-structure/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Teaching:

- Leave facility: Casual leave, duty leave and earned leave
- Maternity leave: Women employees can avail of maternity leave for 6 months.
- Teachers Association: A teachers' welfare association looks after the welfare of teaching faculty.
- Faculty Development Programmes from time to time.
- Canteen Facility: Canteen facility is available in order to provide hygienic and nutritious food.
- Parking facility: Parking facilities for four wheelers, two wheelers and bicycles are provided.
- Staff recreation room: Recreation rooms are provided for gents and ladies separately.
- Gymnasium facility: The institution provides gymnasium facility to maintain health and fitness of employees.
- Ladies Fitness Centre: A separate fitness centre for ladies is also provided.

Non- Teaching:

- Leave facility: Casual leave, duty leave and leave
- Maternity leave: Women employees can avail maternity leave for 6 months.
- Non-Teaching Staffs Association: A Non-Teaching Staffs association looks after the welfare of Teaching Staffs.
- Career Development Programme from time to Staff members are encouraged to pursue for studies for office management.
- Canteen Facility: Canteen facility is available to provide hygienic and nutritious food.

- **Parking facility:** Parking facilities for four wtwo wheelers and bicycles are provided.
- **Staff recreation room:** Recreation rooms are for gents and ladies separately.
- **Gymnasium facility:** The institution providegymnasium facility to maintain health and employees.
- **Ladies Fitness Centre:** A separate fitness cenladies is also provided.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

12

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For the teaching staffs an appraisal system is in place where feedback is taken about every faculty in the form of self feedback. The report is forwarded to the principal by the IQAC and appropriate action is taken as necessary.

It is compulsory for every faculty member to furnish the self-appraisal form which provides the annual performance of teachers which includes curricular, co-curricular and extra co-curricular and research activities. The form is then reviewed by the principal and IQAC.

Feedback from students are collected to evaluate the performance of the teachers. The IQAC evaluates the performance and forwarded to the principal. The principal analyses the evaluation report and hands over it to the teacher concerned.

The Academic Committee evaluates the Teacher Profile prepared by the individual and suggest measures for improvements, recommendations and suggestions are also given for further improvement.

The appraisal system for the non-teaching staffs based on the punctuality, execution of duties, pro activeness and general demeanour Routine reports are being taken from HODs regarding non-teaching staffs assigned to the respective departments. Appraisal forms of non-teaching staffs are collected through which the principal reviews their performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External Finance Audit, Local Fund Audit are conducted by the financial Audit regularly but internal audit is not done because there is no Internal finance Audit for the Institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Revenue generated from the students' fee can't meet the financial need of the college. So the college is making plans to receive grants and funds from Government, nongovernment agencies, individuals etc. The college is also trying to use some centres of the college viz. Swimming pool, Gym, Playground, Indoor stadium etc. to generate some revenue.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Regular IQAC meetings are conducted to discuss the academic and administrative activities. At the beginning of each academic session, the IQAC, the Academic Committee and HODs hold a joint meeting to coordinate the work allotment of teachers. Teachers with specialised skills in some departments are utilized in other departments so as to benefit students. Implementation of online teaching learning and using ICT tools and teaching aids: The IQAC always motivates and encourages the teachers to constantly update

their teaching methodology and skills. Teachers are also made acquainted with ICT tools and teaching aids. The IQAC also organizes faculty enrichment and faculty development programmes for teachers so as to enhance their teaching learning skills. The IQAC undertakes the function of assessment and accreditation for the sustenance of the quality of teaching learning of the institution.

File Description	Documents
Paste link for additional information	https://kakchingkhunoucollege.edu.in/yliftosh/MINUTES-OF-MEETING-2020-KKC.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In the perspective of our vision and mission, the IQAC monitors and reviews all the activities of the institution regularly. Based on feedback of students, alumni and parents, various innovative activities and reforms are constantly introduced some of which are listed below.

- **Academic Calendar:** Based on the university Academic Calendar, the institution prepares its schedules for the academic year well in advance at the beginning of the academic year.
- **Faculty Improvement Programme:** Seminars Workshop Webinars etc. are organized from time to time to improve the quality of teaching.
- **Time table:** Each Department of the college frames the time table by fulfilling the criteria laid down by the Manipur University under NEP.
- **Semester wise Lesson plan:** Every faculty members of each department prepares lesson plans which is submitted to the Academic Committee
- **Feedbacks:** Feedbacks are collected from student, parents/guardians and teachers through questionnaires by the IQAC for remedial and improvement step to be taken accordingly.

File Description	Documents
Paste link for additional information	https://kakchingkhunoucollege.edu.in/gliksihy/ACADEMIC-CALENDAR-2022-23.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kakchingkhunoucollege.edu.in/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Kakching Khunou College has a strong ethical work culture that is based on inclusivity. Equal opportunities are provided to all individuals in respect of gender, race, caste, colour, creed, language, religion, national, birth or other status. Safety, security and well being along with gender equity and a friendly working atmosphere are the prime concern of the College. As our College is very much concern of the about gender equity, a two day National Seminar.

Specific Facilities provided for Women Safety and Security Measures :

- The College campus gate entry is regulated through verification of identity cards by the gate keeper during the College hours.
- Separate wash Rooms are provided for girl students.
- Proper guidelines are given to all the girl students residing in hostels to follow the hostel rules.

Common Rooms: Girls Common Room and Women's Cell Room are available for the girl students provided with necessary facilities such as Sanitary Vending Machine and incinerator machine, first aid box, bed, mirror, chair, table, dustbin, carom board, chess, etc.

Counselling: Girl students are periodically counselled on safety and security by the Women's Cell Committee members and by the faculty mentors. Any sort of complaint or grievances can be lodged either in complaint box provided in the Women's Cell office or through online to the convener of Women's Cell.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Solid waste includes both biodegradable waste includes food waste, vegetable peels, leaves, etc. The non-biodegradable solid waste inside the campus includes paper, plastics, metal cans, etc. Use and throw items like plastic cups, plates etc. used in the college canteen are replaced by reusable steel glass and plates. Food waste and non-biodegradable waste are collected in separate bins. Bio-degradable waste is disposed in the waste pit along with cow dung for decomposition and to be used as manure. Non-biodegradable waste is handed to the waste collector van of the Kakching Khunou Municipal Council.

E- waste Management: E-waste includes electronic devices and condemned batteries which are disposed through outside agencies viz. The waste collector van of Kakching Khunou Municipal Council.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies

C. Any 2 of the above

of reading material, screen reading	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Kakching Khunou College is always at the forefront of inviting diversity, enhance self-esteem, eradicate stereotypes, encourage students to have a voice and demand educational achievement. To build a nation of youth who are active and morally responsible, the college conducted several activities to build, and promote an environment for ethical, cultural and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated in the campus with the initiative and support of authority for not only recreation and amusement but also to generate feeling of oneness and social harmony.

The teachers, students and non-teaching staffs jointly celebrate the cultural and regional festivals and functions like Annual Social Fresher's Meet, Teacher's Day, Induction programme, Farewell programme, International women's day, Yoga Day, Van Mahotsav, Irabot Day, New Years Day, Independence Day, Patriot's day, World Environment Day, College Foundation Day, Sports Meet, etc. The Students' Union Kakching Khunou College the secretary of Social and Culture under the supervision of the teacher-in-charge gave their best abilities to display the cultural tolerance.(by organising cultural activities) like College Cultural Meet.

Field visit, institutional visit, study tour to different places of Manipur exposed students to the practical challenges to adapt and create tolerance and harmony among themselves.

The institutional conducted an awareness program on the ban of

plastics, cleanliness, Swachh Bharat, Swachhata hi Seva pakhwada etc. with the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institute ensures that the students participate very actively in all such activities.

- **National Identities and Symbols:** The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great pomp and vigour.
- **Fundamental Duties and Rights of Citizens:** The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the citizens. The students have enthusiastically participated in various programs like:
 - Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects.
 - Various activities like poster making competition, essay writing etc.
 - Organizing Annual Competitions on various contemporary legal issues.
- **Constitutional Obligations:** We organize student centric activities like paper, poster & essay competition displays at annual Synergy event etc which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship.

List of various activities conducted in the Institute for being responsible citizens as reflected in the Constitution of India are given below:

Patriots' Day

Independence Day

Republic Day

Gandhi Jayanti

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our collegecelebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate

these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Patriot's Day- The college celebrates every year Patriot's Day on 13th of August, remembering those Manipuri martyrs who laid down their lives during the Anglo-Manipuri War, in 1891.

Independence Day- It is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti- It is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by staffs and students.

Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.

Yoga day- It is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware of it.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Committee System

Objective:

1. Decentralization of power and function
2. Creation of financial transparency

The Context:

Besides teaching - learning the staffs are utilized to carry out the administration smoothly.

The Practice: -

20 Committees

Such as Academic, Examination, Admission, Website, NAAC Stearing, Sports, Women's Grievance Redresal, Eco, Alumni ect. Every Committee works to achieve its objectives.

3 Evidence of Success:

The enrolment of students has increased and dropout rate decreased in the recent years. The performance of students in co-curricular and extracurricular activities has improved.

Problems Encountered and Resources Required:

1. Insufficient funds.
2. Lack of infrastructure.

Conclusion:

Despite improvement, there are steps to be taken to make the college an ideal college.

Title: Eco Development Programme

Objective:

1. Creation of green zone campus
2. Rain water harvesting
3. Polution free campus

Context:

The impact of deforestation, shifting & Jhum cultivation affect the environment of the state.

The Practice:

Eco-club of the College is creating an eco-friendly environment in the campus. It has implemented practices to minimize consumption

of water and energy.

Evidence of success

The staffs and students become aware of the importance of a healthy environment. The premises has become pollution free.

Problems Encountered and Resources Required:

1. Lack of funds and pucca fencing
2. Shortage of maintenance staff.

Conclusion:

The Eco development program may be regarded as the best practice in the college.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College dedicatedly offered its services for the welfare of the scheduled caste, scheduled tribe and backward rural region during the COVID-19 pandemic. It executed several activities with the co-operations of the students, teachers, local CSOs etc. In this period the institution executed several activities by following the SOP guidelines of the Government. Initially, the Principal, IQAC, Academic Committee, HODs and different Committees were involved in planning to execute different activities through online and offline.

Accordingly, the institution started to contact the students and parents to give counselling to overcome the fear of the disease. Awareness messages were given through online mode with the help of the Faculty Members and Students.

The NSS of the college started to serve the public in association with the Health Department. Our volunteer students offered the basic needs to the needy people.

Online classes were started and especially, for the students a webinar was conducted titled as "Amazing Prospects of Artificial Intelligence" in which Prof. S. Dorendrajit Singh, Manipur University and Dr. Jainath Yadav, Asst. Professor, Central University of South Bihar were the resource persons. In this way the college helped the students to continue their study during the COVID-19 pandemic and helped the needy people of the adjoining villages of the college.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Modernization of laboratories to support practical courses and research
- Increasing number of ICT enabled rooms
- Upgradation of the college website to communicate with the students and other stakeholders virtually
- Optimum use of Learning Management System including proctored examination portal
- Expansion of rainwater harvesting system