

# The Annual Quality Assurance Report (AQAR) of the IQAC, Imphal College

## Part – A

**AQAR for the year**

July 2010- June 2011

### I. Details of the Institution

1.1 Name of the Institution

Imphal College

1.2 Address Line 1

Kwakeithel Lamdong

Address Line 2

Airport Road

City/Town

Imphal West

State

Manipur.

Pin Code

795001

Institution e-mail address

Imphalcollege16@gmail.com

Contact Nos.

09862027258

Name of the Head of the Institution:

Dr. Ng. Ibotombi Singh

Tel. No. with STD Code:

0385-2455167

Mobile:

09862027258

Name of the IQAC Co-ordinator:

Dr. P. Grihanjali Devi

Mobile:

09612900940

IQAC e-mail address:

grihanjali@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

MNCOGN14162

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/53/A&A/79

1.5 Website address:

www.imphalcollege.nic.in

Web-link of the AQAR:

www.imphalcollege.nic.in/documents/aqar2010-11.docx

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.74	2010	2015
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

22/10/2010

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☐ Med ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Manipur University

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

00

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

00

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Alumni  Students

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒  
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related) **NIL**

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC encouraged the faculty members to take up research work by applying to funding agencies. IQAC also encouraged the college authority to organise national level seminars/conferences in the college.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Introduction of Unit Test for every semester 2. Use of ICT	Unit Tests conducted  Some faculty members have started using ICT facilities in Teaching

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02	NIL	NIL	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		NIL	NIL	01
Others				
<b>Total</b>	02	NIL	NIL	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02 (Introduced in July, 2010)
Trimester	
Annual	02

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

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

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

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

Annual system of examination changed to Semester system from 2010-2011

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
104	27 (Lecturers)	42(SG) 08 (Reader)		26+1(D)

2.2 No. of permanent faculty with Ph.D.

32

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0		0				0			

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	53	45
Presented papers	2	14	06
Resource Persons	NIL	04	33

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of ICT, Seminars given by the students

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

190

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Unit Test

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

12

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	145		12	31	31	74
B.Sc	130		21	43	8	72

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

1. Interaction with the students
2. Analysis of the examination results of the students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	04
HRD programmes	09
Orientation programmes	06
Faculty exchange programme	--
Staff training conducted by the university	04
Staff training conducted by other institutions	22
Summer / Winter schools, Workshops, etc.	14
Others	09

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	nil		
Technical Staff	11	nil		



## Criterion – III

### 3. Research, Consultancy and Extension

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

Faculty members are encouraged to apply and submit research proposals to different funding agencies so as to pursue research work.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	1	
Outlay in Rs. Lakhs	6.0	10.36	14.41	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3		3	
Outlay in Rs. Lakhs	2.5		3.0	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	8	-
Non-Peer Review Journals	1	1	1
e-Journals	-	-	-
Conference proceedings	2	2	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	DST	14.41	6.00
Minor Projects	2	UGC	4.30	2.50
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			18.71	8.50

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
organized by the	Number		1	4		1
Institution	Sponsoring agencies		UGC NERO	Edn-(U), UGC		NDMI

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year: NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

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

09

05

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

-

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

JRF

-

SRF

-

Project Fellows

3

Any other

3.21 No. of students Participated in NSS events:

University level 50 State level 0  
National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 8  
National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0  
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 1  
National level 0 International level 0

### 3.25 No. of Extension activities organized

University forum	---	College forum	0	
NCC	01	NSS	01	Any other 0

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

- Blood donation camp organized by Dean of Students' Welfare in collaboration with Rotary Club, JNIMS and NSS Unit of the college on 7-12-2010. One faculty member and 49 students donated blood during this camp.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.723 acres		-	5.723 acres
Class rooms	23			
Laboratories	21			
Seminar Halls	1			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	6.1		State Govt	
Others				

#### 4.2 Computerization of administration and library

Computerization of Central library of the College is continued.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34355		317		34672	
Reference Books	1100		25		1125	
e-Books	Inflibnet N-List					
Journals	7				7	
e-Journals	Inflibnet N-List					
Digital Database	Soul 2					
CD & Video	10				10	
Others (specify) Newspapers, Employment news and other Magazines	08		02		10	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	14		1	5	2	6	
Added	2	0			0	0	2	
Total	30	14		1	5	2	8	

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

4-faculties attended training on e-governance & development organized by Dept of IT, GOI & MIMS. 3 Weeks' Basic Computer Course for students at Computer Center of the College.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.5
ii) Campus Infrastructure and facilities	1.2
iii) Equipments	-
iv) Others	0.5
<b>Total :</b>	<b>2.2</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Advises the students to keep in touch with Students' Support Centre, Career Counselling cell etc for their future career.

#### 5.2 Efforts made by the institution for tracking the progression

Final year students are encouraged to enrol in the Imphal College Alumni Association.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1477			

#### (b) No. of students outside the state

nil

#### (c) No. of international students

nil

No	%
1015	68.7

Men

Women

No	%
462	31.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
480	63	80	640	nil	1263	516	90	103	768		1477

Demand ratio 2:1

Dropout % 19

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

No student support mechanism for coaching for competitive examinations

No. of students beneficiaries

NIL

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

1. One Day Awareness programme on Sexual and Emotional Harassment on 12<sup>th</sup> July, 2010, Resource person from IMPULSE Shillong.
2. One Day Awareness programme on Professional Management-Income generating plants on 3<sup>rd</sup> August, 2010, by Prof. P. Kumar, Dept of Life Sciences, Manipur University
3. One Day Awareness programme on How NCC can help your career on 24<sup>th</sup> August, 2010. Resource person: Dr. Ng. Ibotombi Singh, ANO

No. of students benefitted

300

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	80	0	

### 5.8 Details of gender sensitization programmes

Gender Sensitization Day Celebrated on 8/3/2010

### 5.9 Students Activities

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

State/ University level

10

National level

International level

No. of students participated in cultural events

State/ University level

20

National level

International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution		
Financial support from government	570	592350
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives -

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Renovation and Improvement of Common Room and Toilet facilities for Women.



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **VISION**

The vision of the college is to build a college of academic excellence and prepare a diverse body of students to be lifelong learners who are proficient in their fields of study to be able to adapt to a changing world and global competency.

##### **MISSION:**

- To make institutional contribution towards national development.
- To facilitate the students for global competency.
- To enrich human values, personal integrity and safeguard of civic responsibilities.
- To provide active and efficient student support system.
- To encourage research to the faculty members in their respective areas of concern.
- To instil unity and discipline among the students.

#### 6.2 Does the Institution has a management Information System

No

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

##### 6.3.1 Curriculum Development

Semester system introduced with new curriculum. Annual system discontinued. 9 Faculty members acted as members of the syllabus drafting committee, MU

Dr. GC Bag, Associate Professor, is a member of the Board of Studies, Manipur University

##### 6.3.2 Teaching and Learning

Use of ICT by some teaching faculties.

Remedial classes and extra classes conducted when required.

Subject experts are invited to speak on selected topics.

Students are taken out on study tours, field trips, site visits etc.

Texts and reference books are available in the Central and departmental libraries.

### 6.3.3 Examination and Evaluation

Introduced unit test (not compulsory for University Examination)

### 6.3.4 Research and Development

Access to Research Journals, periodicals and e-books were provided to teachers through INFLIBNET-NLIST Project  
Financial assistances are given to faculty members to participate in National and International seminars/Conferences outside the state.

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

Automation of central library is continuing

### 6.3.6 Human Resource Management

The college provides facilities to faculties to pursue higher educational qualifications and attend Refresher/Orientation Courses and various Training programmes

### 6.3.7 Faculty and Staff recruitment

College has no role in the recruitment.

### 6.3.8 Industry Interaction / Collaboration

The College has no formal collaboration with any Industrial establishment; however the college encourages the departments to take industrial trips.

### 6.3.9 Admission of Students

Entrance Test is conducted for admission to BA/BSc UG Course and selected candidates are admitted

## 6.4 Welfare schemes for

Teaching	Financial Assistance to bereaved faculty member by Imphal College Teachers' Association (ICTA)
Non teaching	Financial Assistance to bereaved staff member by Non-teaching Staffs
Students	Meritorious Awards, Earn while you Learn Scheme under Dean of Students' Welfare

6.5 Total corpus fund generated

Not Generated, existing- Rs. 32,800/-

6.6 Whether annual financial audit has been done Yes

✓

No

(Annual Financial Audit is done internally by the Internal Audit Committee of the college)

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		YES	IQAC
Administrative	NO		NO	

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

For UG Programmes

Yes

No

✓

For PG Programmes

Yes

No

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

Website of Imphal College maintained by Kh. Rajen Singh, SIO Manipur, NIC, who is also an alumnus of the college.

6.12 Activities and support from the Parent – Teacher Association

Yes

#### 6.13 Development programmes for support staff

1. Account Training
2. Secretarial Practice training conducted by the state academy of training

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

The Institution pledges to make the campus a green zone. 2 nos of Social Service camps by the units of NCC & NSS along with the faculty and students of the college.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

**Mock parliament:** Sitting of mock parliament session by the students under the supervision of faculty members to make them aware of the concepts and ideas of parliament proceedings and governance has been initiated by the Department of Political Science.

**Green Zone:** The Institution pledges to make the campus a green zone. Golden Jubilee Garden in front of the central library is maintained by the teaching and non-teaching staff members of the college. Linthoingambi Garden is wholly maintained by the lady faculty members.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Introduction of Unit Test for every semester.

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

**Open Library:** The Imphal College Open Library is a unique system of making the students acquainted with books. The philosophy behind the system is that- Books are indispensable and it goes where the reader is. It started as an experimental library initiated by the teachers of the college in 2008. The books, journals, magazines, newspapers and all reading materials are donated by the faculty members, staff members and even by the students themselves. This practice was adjudged as one of the Best Practices in the development of Infrastructure and Learning Resources in the previous NAAC assessment (Cycle-1). The college still maintains this library as a best practice.

**College Week:** The College conducts College Week in the month of October every year since 2010. The College Week is a dynamic event of the college where students participate and teachers organize the different extra/co-curricular activities-such as sports, art and culture literary and fashion show events. These events are set up to explore the talents and creativity of the students.

#### 7.4 Contribution to environmental awareness / protection

1. Observance of World Environment Day on 5<sup>th</sup> June.
2. One day state level seminar on 10/7/2010 on the topic "Population & Environment and observance of World Population Day
3. State level seminar on Global Warming & Climate Change on 06/03/2011.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

#### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)


- His Excellency, Angel Ramirez Ramos, Ambassador of Cuba was a resource person in the National Seminar on Women in Science and Social Science in North-East India organised by Imphal College and sponsored by UGC, New Delhi.
- Strengths: Sincere, dedicated and well qualified teachers, motivated students, Library with access to ejournals and ebooks provided by INFLIBNET N-LIST program.
- Weaknesses: Limited academic flexibility, shortage of non teaching staff, insufficient infrastructure.
- Opportunities: As the college has a number of well qualified teachers there are opportunities for opening PG courses and other skill based courses. With proper infrastructural support, there exist opportunities to tap the potential of the students in games and sports. As Manipur is located in a biodiversity hotspot region immense opportunities exist for research leading to conservation strategies of our rich biodiversity.
- Threats: Social unrest, frequent bandhs and other law and order problems often disrupt our academic environment. Many of our students are from economically weaker families and the possibility of dropouts looms large as they sometimes quit studies to take up jobs to help their families.

#### 8. Plans of institution for next year

1. Improvement of the existing toilets.
2. Improvement of the drinking water facility.
3. ICT facilities in each department.

Name Dr. P. GRIHANJALI DEVI

Name Dr. Ng. Ibotambi Singh



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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