# 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 Imphal College 1.1 Name of the Institution **Kwakeithel Lamdong** 1.2 Address Line 1 Airport Road Address Line 2 Imphal West City/Town Manipur. State 795001 Pin Code Imphalcollege16@gmail.com Institution e-mail address 09862027258 Contact Nos. Dr. Ng. Ibotombi Singh Name of the Head of the Institution: Tel. No. with STD Code: 0385-2455167 09862027258 Mobile:

Name of the IQAC Co-ordinator:			Dr. P. Grihanjali Devi						
Mobile:				09612900	09612900940				
IQAC e-mail address:				grihanjali@gmail.com					
1.3 NAAC Track ID(For ex. MHCOGN 18879)       MNCOG         1.4 NAAC Executive Committee No. & Date:       EC/53         (For Example EC/32/A&A/143 dated 3-5-2004.       EC/53         This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)       EC/53									
1.5 Website address:					halcollege.nic.in				
Web-link of the AQAR: www.imphalcollege.nic.in/documents/aqar2010-11.docx									
1.6	Accredita	tion Details							
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period			
	1	1 <sup>st</sup> Cycle	В	2.74	2010	2015			

DD/MM/YYYY

2<sup>nd</sup> Cycle

3<sup>rd</sup> Cycle 4<sup>th</sup> Cycle

1.7 Date of Establishment of IQAC:

2 3

4

22/10/2010

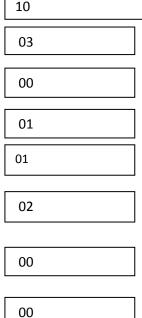
i. AQAR ii. AQAR iii. AQAR iv. AQAR	(DD/MM/YYYY) (DD/MM/YYYY)
1.9 Institutional Status	
University	State Central med Private
Affiliated College	Yes <b>v</b> No
Constituent College	Yes No
Autonomous college of UGC	Yes No
Regulatory Agency approved Institut	ion Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-education	on <b>v</b> Men Women
Urban <b>v</b>	Rural Tribal
Financial Status Grant-in-aid	UGC 2(f) $\bigvee$ UGC 12B $\checkmark$
Grant-in-aid	t + Self Financing Totally Self-financing
1.10 Type of Faculty/Programme	
Arts <b>v</b> Science	V Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering	g Health Science Management
Others (Specify)	
1.11 Name of the Affiliating Universit	ity (for the Colleges) Manipur University

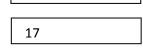
1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

#### 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 ( <i>Specify</i> )	NO
UGC-COP Programmes	NO		
2. IQAC Composition and Activit	<u>ies</u>		
2.1 No. of Teachers	10		

- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2. 6 No. of any other stakeholder and
- community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held





4

.11 No. of meetings with various stakeholders: No. 4 Faculty 01	
Image: Non-Teaching Staff     1     Alumni     1     Students     01	
.12 Has IQAC received any funding from UGC during the year? Yes No	
If yes, mention the amount $\mathbb{N}A$	
.13Seminars and Conferences (only quality related) NIL	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Cotal Nos.     nil     International     0     National     0     State     0     Institution Level	0
(ii) Themes	
.14 Significant Activities and contributions made by IQAC	
IQAC encouraged the faculty members to take up research work by applying to fund agencies. IQAC also encouraged the college authority to organise national level seminars/conferences in the college.	ing

## 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	Unit Tests conducted
2. Use of ICT	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	

# Criterion – I

# I. Curricular Aspects

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				
Total	02	NIL	NIL	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.1 Details about Academic Programmes

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 stakeholder		Parents		Employers		Students		
(On all aspects)	L		L					ļ
Mode of feedback : Online	Manua	1	Co-oper	rating	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	Total	Asst. Professors	Associate Professors	Professors	Others
permanent faculty	104	27 (Lecturers)	42(SG) 08 (Reader)		26+1(D)

32

2.2 No. of permanent faculty with Ph.D.

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

ns (V)	Asst. Profes	sors	Associa Professo		Profes	sors	Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0		0				0			

00

00

2.4 No. of Guest and Visiting faculty and Temporary faculty 01

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)

12	

Unit Test

restructuring/revision/syllabus development

2.9 No. of faculty members involved in curriculum

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

#### 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students	Division				
Trogramme	appeared	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

Faculty / Staff Development Programmes	Number of faculty benefitted
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	0-3	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. 3	Chapter	rs in Edited E	Books	10	
ii) Without ISBN No.		2					
3.8 No. of University Depart	tments receivir	ng funds from					
	UGC-SAP	CAS		DST-FIST DBT Sche		ls	
-	Autonomy	CPE CE		DBT Star Any Other			
3.10 Revenue generated thro	ough consultan	cy Nil					
3.11 No. of conferences	Level	International	National	State	Univer	sity	College
organized by the Institution	Number Sponsoring agencies		1 UGC NERO	4 Edn-(U), UGC			1 NDMI
3.12 No. of faculty served as	s experts, chair	persons or reso	urce person	s 10			
3.13 No. of collaborations	Inte	ernational 0	National	0	Any of	her	02
3.14 No. of linkages created	during this year	ar NIL					
3.15 Total budget for research	ch for current y	ear in lakhs:					
From Funding agency 8.5	Fro	m Management	of Univers	ity/College	nil		]
Total 8.5							
3.16 No. of patents received	l this year: NII	_					

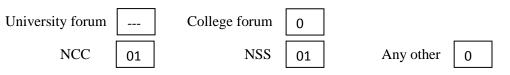
Type of Patent		Number
National	Applied	
Inational	Granted	
International	Applied	
International	Granted	
Commercialised	Applied	
Commerciansed	Granted	

### 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	09
and students registered under them	05
3.19 No. of Ph.D. awarded by faculty from the	Institution _
3.20 No. of Research scholars receiving the Fel	lowships (Newly enrolled + existing ones)
JRF - SRF -	Project Fellows 3 Any other
3.21 No. of students Participated in NSS events	3:
National level 0	University level <b>50</b> State level <b>0</b>
3.22 No. of students participated in NCC even	ts:
National level 0	University level   0   State level   8     International level   0
3.23 No. of Awards won in NSS:	
National level 0	University level 0 State level 0 International level 0
3.24 No. of Awards won in NCC:	
National level 0	University level   0   State level   1     International level   0

3.25 No. of Extension activities organized



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

#### 4.2 Computerization of administration and library

Computerization of Central library of the College is continued.

#### 4.3 Library services:

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

#### 4.4 Technology up gradation (overall)

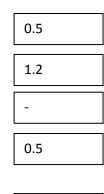
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	28	14		1	5	2	6	
Added	2	0			0	0	2	
Total	30	14		1	5	2	8	

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
- ii) Campus Infrastructure and facilities
- iii) Equipments
- iv) Others



r

# Criterion – V 5. Student Support and Progression

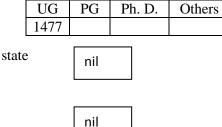
5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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



(b) No. of students outside the state

(c) No. of international students

 No
 %

 Men
 1015
 68.7

No	%
462	31

Last Year						Tł	is Yea	ır			
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
480	63	80	640	nil	1263	516	90	103	768		1477

Demand ratio 2:1 Drope

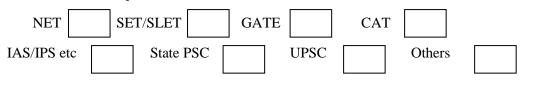
Dropout % 19

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

No student support mechanism fo	or coaching for	
competitive examinations		
No. of students beneficiaries	NIL	

Women

5.5 No. of students qualified in these examinations



5.6 Details of student counselling and career guidance

 One Day Awareness programme on Sexual and Emotional Harassment on 12<sup>th</sup> July, 2010, Resource person from IMPULSE Shillong.
 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
 One Day Awareness programme on How NCC can help your career on 24<sup>th</sup> August,

No. of students benefitted

300

2010. Resource person: Dr. Ng. Ibotombi Singh, ANO

#### 5.7 Details of campus placement

	Off Campus		
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 cultur	ral 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	04	National level	-	International level	-
Cultural: State/ University level	08	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	
Exhibitio	n: State/ University level		National level		International level	
5.12 No	o. of social initiatives unde	rtaken by	the students	2		

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



- 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 Courseand 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	٧
-------------------	-----	----	---

No

For PG Programmes	Yes	
-------------------	-----	--

6.9 What efforts are made by	y the University	/ Autonomous	College for	Examination	<b>Reforms</b> ?

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?

No

٧

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.

Yes

- Strengths: Sincere, dedicated and well gualified 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 guit 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. Ibotombi Singh Publicamban Deliali Chi Mame Dr. Ng. Ibotombi Singh

Signature of the Chairperson, IQAC

Signature of the Coordinator, IQAC

#### Annexure I

#### 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

\*\*\*\*\*