



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		IMPHAL COLLEGE
Name of the head of the Institution		L.RANDHONI DEVI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03852455167
Mobile no.		9615363735
Registered Email		imphalcollege16@gmail.com
Alternate Email		grihanjali@gmail.com
Address		Kwakeithel Lamdong, Airport Road
City/Town		Imphal
State/UT		Manipur
Pincode		795001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. P.Grihanjali Devi
Phone no/Alternate Phone no.	0385986281201
Mobile no.	9612900940
Registered Email	imphalcollege16@gmail.com
Alternate Email	grihanjali@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://imphalcollege.edu.in/aqar-2015-16/
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.74	2010	04-Sep-2010	03-Sep-2015

6. Date of Establishment of IQAC	22-Oct-2010
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Construction and iauguration of new college canteen	17-Aug-2017 365	600
Operational arrangement of Swimming pool	08-May-2017 180	200
Bio-Tech Hub, Extension Lectures	10-Aug-2016 24	500

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	General Grant	State Government	2017 365	12450000
Institution	General Grant	UGC	2017 365	3570000
Institution	Vocationalisation of Higher Education	RUSA	2017 180	50000
Geology Department	Research Grant	DBT	2016 730	598000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Construction of Imphal College Canteen. 2. Swimming Classes to held in the newly constructed Swimming Pool. 3. BioTech Hub to organize series of Lecture programme Hands on training at neighboring educational institutions. 4. NAAC 2nd Cycle Assessment.

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

Plan of Action	Achievements/Outcomes
Construction of Imphal College Canteen.	1. Realizing the requirement of having a college canteen for the students and teachers Member of Parliament, Dr.Th.Meinya, who is a former faculty in Mathematics department have kindly agreed to to provide funds from his MPLADF for construction of Imphal college canteen and work is likely to be completed prior to the PTV for 2nd Cycle NAAC Assessment. If necessary meagre amount of fund shall be contributed from the college fund.
2. Swimming Classes to held in the newly constructed Swimming Pool.	2. Imphal College swimming pool management committee has been formed with Dr.L.Dorendro Singh as convenor and understanding is made with Swimming Development Club, Kongba, for proper management, utilization, maintenance and conducting swimming classes in the off hours of the college students. Imphal College swimming pool management committee with consent from the college Principal it was agreed to deposit a sum of Rs.50,000/- per annum.
3. Bio-Tech Hub to organize series of Lecture programme & Hands on training at neighboring educational institutions.	3. Imphal College Bio-Tech Hub, under the leadership of Dr.G C Bag, Nodal Officer a series of invited extension lectures with resource persons from reputed central and state government institutes has been conducted. Altogether 8 nos of capacity building trainings were organized, 1 invited lecture and 2 nos of outreached programmes were organized.
4. NAAC 2nd Cycle Assessment.	4. All teaching and non-teaching staff of Imphal College have agreed to put extra effort for securing better NAAC score in the forthcoming 2nd Cycle NAAC Assessment. Everyone is ready to voluntarily contribution anything within their individual capacity in the interest of Imphal College.
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	02-May-2018
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Imphal College has a well planned mechanism for curriculum delivery along with proper documentation system. In the beginning of new academic sessions an Academic Calendar with action plan is developed and uploaded in the college website for general information. As an affiliated college of Manipur University, Imphal College Academic Calendar is prepared in conformity with the Manipur University Academic Calendar. The college level general routine/ timetable indicating the subject, time and classroom number is displayed in the college notice board and circulated to all 16 departments for strict compliance. Besides the college general timetable/routine department wise time table are also prepared by every department in the college. The Head of Departments of each departments make allotments of the courses and syllabus to its respective faculty members and monitors the progress of the course regularly. For timely completion of the courses faculty members are required to plan and schedule their classes accordingly. Dean of Science and Dean of Arts ensures the regular conduct of classes and reports to the Principal for any essential requirements and inputs. In the course of a semester Principal convenes at least 2 meetings with the HoDs, Dean of Arts & Science, Academic Council and IQAC to discuss the effective implementation and timely completion of the syllabi of the different courses. In order to check the cognitive and perception level of the students Unit tests are conducted at the department level. Suitable Guest lecturers are arranged to cover certain curriculum for which resourceful faculty is not available in the college. Identification and arrangement of faculty members are also done to cover interdisciplinary topics for paper like Regional Development. Seminar, interdisciplinary lectures, guest lectures and other academic activities are announced well in advance so that students and teachers can plan their classes accordingly. Imphal College has a full-fledged Examination Committee headed by Controller of Examination which ensures smooth and proper conduct of Unit tests and University semester examinations. All HoDs are encouraged to maintain a Log-Book for the departments wherein each of faculty members can record the topics taught in a particular class, period and date for effective completion of courses and systematic maintenance of academic progress of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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NA

NA

Nil

Nil

Nil

Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communicative English	10/09/2016	20
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
In order to find out the level of academic satisfaction and acceptability along with comfort level in co-curricular and extra-curricular activities available in the college, improvement aspirations of students are collected through feedback forms. In the student's feedback form important parameters on timely and regular conduct of classes, completion of syllabi, accessibility of teachers beyond the class room, books and facilities available in the college library, laboratory facilities and improvement suggestions etc are included.

Feedback form for teachers includes curriculum aspects of the courses, infrastructure facilities, professional development related issues etc. . For the alumni more emphasis is given to extra-curriculum facilities available in the college that shapes overall personality and self-confidence of students. Above this the willingness and preparedness of the alumni to contribute in the development of college in coming days are included in descriptive form. Parents are also an important stakeholder in successful functioning of the college and a separate feedback form is used to collect their views. Feedback forms are prepared and distributed to all stakeholders. The parameters included in the feedback forms varies accordingly. All different categories of stakeholders are required to give graded responses as per their perception on different parameters included in the feedback form. The responses generated from the feedback forms are analysed manually by a group of faculty members fluent with data analysis and report writing. The findings of analysis are reported to Principal of the college. Those matters and issues below the expectation of the respondents are placed in the special meeting convened with College Planning Board, Academic Council, IQAC and students' representatives for a threadbare discussion to take effective corrective measures. The matters and issues that arises out of the meeting are classified into 2 categories, namely (a) matters within the capacity and purview of the college and (b) matters and issues beyond the capacity of the college. The matters which are within the purview of the college are prioritised for instant rectification and initiation of corrective measures. And for those issues which are beyond the capacity of the college having huge financial implications and policy related matters are forwarded to the Directorate of University Higher Education, Government of Manipur for consideration and forward submission to the competent authority.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Education, English, Economics, Political Science, History, Sociology, Education, Philosophy, Geography	360	2418	454
BSc	Physics, Mathematics, Botany, Chemistry, Zoology, Statistics, Geology	450	1694	515

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
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			teaching only UG courses	teaching only PG courses	
2016	2201	Nil	98	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
98	2201	Nil	8	2	Nil

[View File of ICT Tools and resources](#)

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

Mentoring system for the final year students has been in place since 2016. The main objective of introducing mentoring system for the final year students in the college is to improve and enhance academic achievements by providing proper and systematic guidance. After getting the results of 1-2 unit tests, the categorization of students as advance learners slow learners, the role of mentors becomes more important. In absence of mentoring system slow learners may never had a chance to consult their difficulties with the teachers whereas slow learners are provided with opportunities to consult their mentors on anything that others may feel awkward to listen in the classroom in normal times. For all academic related matters students have the freedom to discuss with their mentors in private. Mentors always make sure that students fulfils all their curiosities. Besides, the academic related matters the mentors provides personal, social and psychological support to inculcate sense of belongingness, leadership qualities, improve self-confidence and encourage the spirit of competition. The modalities of allotting the students to their respective mentors begins after the completion of admission in V Semester. The Mentor-Mentee Ratio varies from department to department and year to year as the number of teachers available in the departments and number of students enrolled varies. On completion of admission a list of students enrolled in the subject of their choice is distributed to the departments. Hereafter, each departments allot the students to the available teachers equally. The Mentor-Mentee arrangement thus made is valid till the end of their final semester examination. While waiting for the university examination results students have the freedom to discuss their future academic persuasions and career opportunities after completing graduation. In Chemistry department final semester appeared students are compulsorily made to take up individual projects in the College Bio-tech hub. In consultation with their mentors students select their individual projects. During the project period students gains hands on experience in the lab. On completion of their respective projects a certificate was issued by the Coordinator of Institutional Bio-tech hub.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2201	98	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
101	98	3	Nil	45

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2017	Dr.R K Babita Devi	Assistant Professor	Handloom promotion Counselling, Manipur supported by Directorate of Handloom and Textiles, Govt. of Manipur
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Geog,Eng, Eco, Edn, His, Psc,Soc,Man	6	25/05/2017	30/06/2017
BSc	Phy, Math, Bot, Zoo,Chem,S tats,Geol	6	24/05/2017	01/07/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Imphal College gives emphasis on the regular internal evaluation of the students' academic progress. At the beginning of every new academic session college Academic Calendar is prepared in which tentative time frame and methods of internal assessment are mentioned. For conducting systematic and regular unit tests the Controller of Examinations, Imphal College Examination cell, convenes meeting with the HoDs. Material needs and adjustment of class timing are discussed for free and smooth conduct of unit tests are arranged in advance. All the departments are given some flexibility in choosing the methods and time of conducting unit tests. It is compulsory for all regular students to attend in all unit tests. Those students who is/are absent in 1 or 2 unit test are given an additional opportunity to sit at a single sitting unit test to clear their backlogs of unit test and thereafter allow him/her to appear in the remaining unit tests. Some departments adopts paper presentation by students in classroom seminars on micro topics within the broad curriculums of the subject.

One of the most innovative reforms initiated by the college is the categorisation of students as advance learners and slow learners in all departments. For the slow learners remedial classes and specific tutorials are planned by the respective departments to fill the gap with the advance/fast learners. These corrective measures are very beneficial to the students while appearing in their University Examinations.

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

Imphal College is affiliated to Manipur University, academic calendar prepared by the college is always in conformity with the Academic Calendar framed by Manipur University. Commencement of classes and schedule of end semester examinations are specifically mentioned in the Academic Calendar and college needs to comply with the same. Besides the mandatory compliance with commencement of classes and examination schedule of the University, college

makes reasonable adjustments for Continuous Internal Evaluation, Celebration of college foundation day, college week, Induction programme, Summer Winter vacations etc. Schedule for conducting Internal assessments is tentatively mentioned and HoDs are given the liberty to conduct internal assessment as per their convenience. In case of semester examinations conducted by Manipur University tentative schedule reflected in the university academic calendar are strictly adhered and all affiliating colleges must comply with the same. List of holidays declared by State Government are included while preparing the college holidays. For all administrative offices under the state government Saturdays are declared as holiday but for Imphal college all Saturdays are normal working days conducting regular classes, however for non-teaching staff it is a holiday.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://imphalcollege.edu.in/programme-course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA Hons	BA	Edn, Eco, Eng, Soc, P. Sc, Geo, His, Man	239	225	94
BSc Hon	BSc	Bot, Chem, Gel, Math, Phy, Zoo, Stat	303	242	80

[View Uploaded File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://imphalcollege.edu.in/wp-content/uploads/2024/02/SSS-2016-17_watermark.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	280000	140000
Major Projects	730	DST	1950000	975000
Minor Projects	730	UGC	300000	150000

[View Uploaded File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	2	Nil
International	Physics	4	Nil
National	History	1	Nil
National	Manipuri	1	Nil
National	Physics	1	Nil
National	Zoology	2	Nil
National	Philosophy	2	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NA	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NA	NA	NA	Nil	Nil	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	19	30	Nil
Presented papers	4	4	0	Nil
Resource persons	0	0	1	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	0	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	NA	0	0
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INDUSTRIAL	SKILL BASED TRAINING	M/s THANGJAM AGRO	19/06/2017	Nil	30
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ms Thanglam Agro Industries	19/06/2017	Industrial Partner	30
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3755977	3755977

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Laboratories	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2	2014

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Text Books	8714	3921300	2000	900000	10714	4821300
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	47	20	1	0	0	2	10	30	0
Added	3	0	0	0	0	1	3	0	0
Total	50	20	1	0	0	3	13	30	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1838870	1838870	3755977	3755977

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Imphal College being a Government College, functions on the funds provided by Directorate of University Higher Education, Government of Manipur, for infrastructure maintenance. However, Imphal College has a Construction and building maintenance committee that looks after the maintenance and the up keeping of the infrastructures. The Committee oversees the maintenance and up-gradation of the infrastructure facilities in college. The committee in consultation with the Alumni association tries to upgrade and maintain the existing facilities. Academic related matters are mainly looked after by the Academic Council of the college and from time to time Head of Departments are also involved in the decision making process. While procuring books for

departmental libraries Head of departments in consultation with their faculties submits the details of the books and approved by the academic council along with the library advisory committee. Imphal College has a girls' hostel in its campus. Management of the hostel is exclusively done by the Hostel committee. Hostel committee decides all mundane affairs of the hostel such as mess menu, rules regulations etc. whereas fee structure communicated by the Directorate of University Higher Education, Government of Manipur, applies in Toto without any modification to the college hostel. In case of any dispute Principal intervenes and placed the issue before the IQAC, ICSU ICTA for early redressal. There are altogether 17 nos. of laboratories in the college. The manpower requirement of the laboratories are provided by the DUHE, Govt of Manipur. But after the retirement of support staff manpower requirement in the laboratories are arranged by the Principal in consultation with the HoDs by re-engaging the staff on contract basis in order to function the laboratories uninterrupted in the interest of the students. Prolonged delayed and failure of DUHE to fill the vacant positions of support staff is a big handicap to the college that drains a sizeable amount of fund from the college which could have been utilized for other purposes. Imphal College has a semi-automated library with more than 30,000 books. For systematic and regular functioning of college library there is Library Advisory Committee with a senior faculty member as its convener. Library Advisory Committee was formed with members from various department of the College, holds its periodic meetings and discusses in detail on maintenance and smooth functioning of library. The committee approved books which are needed to be procured for departmental library to benefits the students as well as the teachers. The approved list of books is forwarded to the Directorate of University and Higher Education, Government of Manipur. Following are few distinctive features of Imphal College Library: a) Imphal College library is partially/semi-automated using the SOUL SERVER 2.0 software of INFLIBNET. b) Meeting of library sub-committee takes place at regular interval. c) Books/journals recommended by different departments are purchased whenever fund is sanctioned by the Directorate of Higher Education, Government of Manipur. Sports, Health and Recreation Committee was also established with students' representatives for maintenance and to up-grade the sports facilities and infrastructure. The

<https://imphalcollege.edu.in/wp-content/uploads/2024/03/MAINTENANCE-OF-INFRASTRUCTURES.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Ishan Uday, CSS-ST, CSS-Merit ,CSS-Collge University students	24	376400
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Communicative English	17/04/2017	20	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	7	BA	POLITICAL SCIENCE	MU-2, AMU-1, JNU-1, Mizo U-1	MA
2017	5	BSc	Botany	MU-3, DMU-1, Assan Univ-1	MSc, MCA
2017	15	BSc	Mathematics	MU-12, NEHU-1, DMU-2	MA, MSc, MCA
2017	3	BSc	Physics	MU-2, DMU-1	Nil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1

[View File](#)

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

Activity	Level	Number of Participants
Annual College week	institutional	400
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Imphal College ensures participation of student's representative in functioning of the college in all permissible areas. Normally Imphal College Students Union (ICSU) elections are held every year. Imphal College Students Union (ICSU) comprises of eight elected secretaries/executive members holding charges for 8 (eight) portfolios namely (1) General Secretary (2) Finance Secretary (3) Games sports Secretary (4) Magazine Secretary (5) Debate and Extension Secretary (6) Social and Culture Secretary (7) Boys' Common Room Secretary and (8) Girls' Common Room Secretary. Principal of the college being head of institution acts as the President of ICSU and one senior faculty members holds the charge as Vice President. Each Secretaries is assigned with a faculty member as Teacher-in-Charge to advise and monitor the activities and functioning of each secretaries. Secretaries of ICSU were given liberty to plan their activities for coming session or during their tenure in their respective concerned portfolios. General Secretary being the head of the ICSU is the link that connects students with the college authority. In all important meetings of the college General Secretary is invited to represent interest of students. ICSU members actively participate in organizing almost all college level functions and celebrations such as annual literary meet, awareness programmes, College week, annual sports activities, debating competition. Publication of College Magazine is one of the most important activity of the ICSU giving the students an opportunity to express their potentials in literary writings. ICSU takes leading roles in the solution of the grievances of the students. Students voluntarily participates in the outreach programmes and extension activities. Under the leadership of in-charge teachers students undergo community services in the neighbouring communities. The Students' Union fund is reflected in the admission fee structure and collected during the time of the admission. ICSU facilitates the deserving and competent students in participating different events organized at district level, state level, national level and international level. They play an active role in the welfare of students of the college by extending all possible assistance even in case of unfortunate accidents. ICSU also take active part in the implementation of all quality initiatives undertaken by IQAC. ICSU participates in all activities in collaboration with important functionaries of the college like NSS, NCC, Eco-Club, AURA, Women cell, etc. Members of College Student's Union have representation in the academic administrative bodies/committees of the college. Any shortfalls and their expectations are submitted through student feedbacks and cooperate with sense of belongingness for overall growth and performance of

the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

28

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

. Since its inception the association has been engaged with the academic upliftment, intellectual and cultural enhancement of the college in broader perspective. Imphal college being a Government college cannot fulfilled its needs and requirements in time, in such situations the association provides supports and assistance to overcome some of the small budget requirements. Economic support to the students of the college belonging to the poor section of the society is also provided by Imphal college alumni association. In all executive meetings of the association, various matters relating to the problems of mental health of the young generations are discussed. The association also serves as a fruitful adviser towards the growth and development of the College by participating in various major events of the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Imphal College follows a very democratic and participatory method in its various institutional management procedures in which Principal's office acts as a decentralizing agency. Committee System has been followed to decentralize the academic management of Imphal College. In decision making process members of teaching and non-teaching committees of the college discussed the matters and the resolution are implemented by the principal in consultation with Imphal College Teachers Association (ICTA) and IQAC. While formulating major policies, opinions of different committees are given due importance. While implementing policies of the Government of Manipur and affiliating Manipur University, the Principal ensures execution of important policies after a thorough discussion with various committees and subcommittees. For smooth running of the college there are a host of committees to look into various aspects of the college. In short, all the staff members are involved in various administrative roles. Committees of the college have liberty to formulate their respective plans and methodologies for its execution. Academic Council comprising of Heads of all the departments where all the academic and examination related issues are discussed for every academic session. The resolutions adopted in the meetings are implemented in the college. Examination Committee, Academic Council, Library Committee, Overall development committee , Construction Committee, Environmental Committee, etc. are being involved in disseminating various activities in the College. 2. Principal, Imphal College is the head of the administrative unit in the college and Imphal College Teachers Association (ICTA) is the driving force of the teacher community in the college. Imphal College Students Union (ICSU) is also an important component in maintaining quality enrichment and sustenance. A well-established communication mechanism

is in place between the teachers, administrators and students to ensure effective academic environment. The Principal Imphal College is not a member of Imphal College Teachers Association (ICTA) in order to be able work independently and at the same time ICTA enjoys certain powers to question the unethical conduct of any faculty members, non-teaching staff and even the Principal. ICTA is also empowered to provide proposals and suggestions from time to time in the interest of the college and welfare of all stakeholders. In addition to Imphal College Teachers Association (ICTA), Imphal College Students Union (ICSU) plays an important role in decentralizing administrative activities. All the Students of the College are the members. Executive committee cum Office bearers of the union is elected through voting system following the Lyngdoh Committee guidelines. For the current session 2017-18 the elected Executive /Secretaries are : Salam Amit Singh- General Secretary, Kumam Gwendolind Singh-Finance Secretary, Harichandra Loktongbam- Social Culture Secretary, Hawaibam Rakesh- Magazine Secretary, Surajkumar Sapam- Games Sports Secretary, Th.Manithoiba Singh- Debate Extension Secretary, Y.Suraj Singh- Boys' Common Room Secretary and I. Nirmala- Girls' Common room secretary. Each elected Secretaries /student's representative is supervised by one Teacher-In-charge during the tenure of their term or academic session. Each Secretaries are entrusted to perform activities in their concerned areas in consultation with their respective Teacher-in-charge. While doing so they are provided with an

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Imphal College, being an affiliated College to Manipur University, strictly adhered to the ordinance issued by Manipur University for the 3 (three) year undergraduate/ 6 (six) semester courses in Science and Arts in 2010. In order to examine and assess the learning outcome of the courses faculty members of Imphal College prepared their own reports as a part of Curriculum Implementation and development. Feedback from the faculty members are collected on the curriculums and if necessary, revision is suggested to the concerned Board of Studies in Manipur University.
Examination and Evaluation	Regular and timely conduct of examination is the responsibility of Manipur University and as an affiliated college Examinations schedule prepared by Manipur University is strictly complied with. Imphal College completes the syllabi well ahead of the examination schedule notified by Manipur University. The ordinance issued on 14/06/2010 by Manipur University for the existing 6 semester

	<p>system of undergraduate courses of B.Sc BA internal assessment was not a part of the evaluation system but in order to assess the level of understanding of students all departments in Imphal college mandatorily conducts internal assessments regularly over and above various assignments given to the students.</p>
Teaching and Learning	<p>Prior to commencement of new academic sessions HoDs meeting is convened and discuss the teaching plans of the papers in all 16 departments. As all faculty members of Imphal college are dedicated and experienced teachers in their concerned subjects they put their best effort to prepare deep insights of topics covers within their respective subjects. Dean of Arts and Dean of Science are assigned the task of ensuring regular conduct of classes in all 16 departments of Imphal College.</p>
Research and Development	<p>Imphal College annually published Research Journal wherein all faculty members are encouraged to submit their unpublished research articles and papers for publication. Imphal College Research and Publication committee deals with all matters relating to publication of Research Journal. As Head of the institution Principal Imphal College is the chairman and a senior faculty member is appointed as convener of Research and Publication committee. Board of editors is responsible for maintaining quality and uniformity of research papers submitted by faculty members.</p>

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

E-governance area	Details
Examination	<p>Submission of examination forms are digitised and enrollment record maintained by college are compared and submission to Manipur university needs to be submitted in both hard copy and soft copy. in this process e-governance is an essential part of evolving the college.</p>
Student Admission and Support	<p>Application forms are entered in the excel data sheet as per the subject combination wise and determination of merit is done by the system in a very transparent manner and easy calculation. Scholarship and financial assistance records are maintained in</p>

digital format. NSP data are shared on-line. Admission process is done through application of excel sheet analysis.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NA	NA	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION COURSE	2	23/12/2017	20/01/2018	28
STC	1	02/05/2017	12/05/2017	11
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly. The internal audit is conducted yearly by the Institutions audit committee which consists of various stake holders as well as the faculties with expertise in accounting practices. The books of accounts, vouchers for transactions, grant

orders and completion reports are all collected and verified. The collected materials are scrutinized to check whether the regulations and accounting principles were followed while maintaining the books of accounts. The balances of cash books are verified with the bank statements and the physical cash in hand available at the end of the year. After the proper verification and scrutiny of the materials, a report is thereby prepared highlighting any discrepancies if found and with suggestions on its rectification.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

25000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	ACADEMIC COUNCIL
Administrative	Yes	Nil	No	Nil

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

Feedback form submission Enrollment of new membership Voluntary participation in Induction Programme
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6.5.3 – Development programmes for support staff (at least three)

Attainment in Administrative training programs at State Academy of Training Roster system in assignment of duties Post retirement engagement in college.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

Augmentation of infrastructure Procuring of essential laboratory inputs Environment friendly awareness activities

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nil
c)ISO certification	Nil
d)NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	CONSTRUCTION AND INAUGURATION	Nil	21/11/2016	17/08/2017	Nil

	OF NEW IMPHAL COLLEGE CANTEEN				
2017	OPERATIONAL ARRANGEMENT OF SWIMMING POOL	09/07/2016	08/05/2017	Nil	Nil
2016	SERIES OF EXTENSION LECTURES BY IMPHAL COLLEGE BIOTECH HUB	09/07/2016	10/08/2016	05/09/2016	500
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NA	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
In collaboration with MANIREDA, Govt of Manipur and MSPCL rooftop solar panels are installed, and energy generated is linked to the Power Grid of MSPCL getting revenue on yearly basis. In fact there is matching supply and demand of power requirement of Imphal college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
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NA	NA	NA
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of International Women Day	08/03/2017	08/03/2017	150
Earth Day Observation	22/04/2017	22/04/2017	275
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. water Harvesting 2. Plastic free zone 3. Solar power plate installation 4. Replacement of all cathode ray Computer monitors with LED ones 5. Installation of LED lights in place of high-power consuming bulbs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Teachers Movement for Self Initiation The teachers' movement for self initiation was launched in 2009 for overall development of the college in the fields of Academic, finance and self sustenance. A few innovative programmes have been taken up under this movement which aims to bring all round development of the college. Imphal College, being a government college the financial assistance received from the state government majorly meets the salary component for the existing teaching faculty and non- teaching staff. For the last many years the state government has been facing financial constraints in most of the times, however it managed to provides sizeable funds for repairing of infrastructures, approach roads inside the campus and making the running water available to most of the existing washrooms. It is worth mentioning that development of infrastructures, research and all developmental projects take back seat due to lack of funds. Since the college is an affiliating college under the Manipur University, it has limited academic flexibility with limited range of programme options and introduction of new courses with higher employability along with evolving credit system. Imphal College puts efforts in terms of curriculum enrichment and co-curricular activities. The practices included under the teachers' movement for self initiation are: 1. Open Library: The Imphal college 'Open Library' is a unique system of making the students acquainted with books. Initially it started as an experimental library by the teachers of the college in 2008. The books, journals, magazines, news papers and all reading materials are donated by the faculty members, staff members and even by the students themselves. The philosophy behind the system is that "Books are indispensable and it goes where the reader is". This practice was adjudged as one of the best practice in the Cycle -I NAAC Assessment. Since its initiation the practice has been gaining its popularity in terms of increasing numbers of readers, availability of more reading materials and increasing level of responsibility by all stakeholders of the open library. 2. Development of Linthoingambi Garden: Under the initiative of the lady faculty members of the college Linthoingambi Garden was established in 2009 with financial contribution of Rs. 500/- from each lady faculty members and donations from other faculty members and non-teaching staff of the college. The funds are used for development and maintenance of the garden. With the establishment of "Imphal College Students Eco-Club" in 2014, day-to-day maintenance of the garden has been jointly carried out by the student members of the Eco-Club along with the lady faculty members of the college. Besides, the regular maintenance of the garden, annual awareness programmes on Eco-

friendly practices and activities for the students are also conducted regularly. EARN WHILE YOU LEARN (EWYL) Imphal College is strategically located at the periphery of the Imphal city, wherein 70 to 80 of students enrolled are from the villages and towns that lie on both sides of the Imphal-Tiddim National highway (NH-150). Most of the students are from economically weaker section of the society. While undergoing their undergraduate courses in the college, students seek opportunities to make some dignified earning to lessen the burden on their parents. These earning intentions of students are noticed by the mentors in the regular mentor-mentee interactions. The matter was discussed in the IQAC meetings and with the approval of the college Principal it was decided to informally engage these willing students to assist the college non-teaching staff in unskilled tasks such as shifting of desks benches from one room to another, sticking roll tags on the desks before the commencement of semester examinations, painting flower beds, decorating the trees growing inside the campus, hoisting coloured flags etc. In the initial years only a few students /learners were available for engagement in unskilled works in the college campus. With the progress of time EWYL scheme gains popularity among the students as more and more students are willing to make themselves available for the scheme. In order to fulfil the financial needs of student from economically weaker section institutionalization of the scheme was becoming an imperative to the college. Consequently students were instructed to maintain a register to enter the names and details of willing students to tender their unskilled services under the scheme. Further, all the teaching non-teaching staff of Imphal College are encouraged to engage our students in all unskilled works wherever possible under the scheme.

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

https://imphalcollege.edu.in/wp-content/uploads/2024/02/BEST-PRACTICES-2018-19_watermark.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Imphal College being a premier college in the state received a very large numbers of applicants seeking admission in BA/BSc first semester courses. As stated earlier majority of the applicants are from rural back ground. All serious students who desires to receive quality education at an affordable cost prefers Imphal college, because being a Government college admission fees are comparatively very reasonable and it is only one time payment at the time of initial admission. College authority takes the aspirations of the students and their parents very seriously to fulfil it to the highest possible level. The college has been performing satisfactorily in providing quality education to all its students and mainly focussing on their overall efforts towards their progression and employability. A robust mechanism of regular and online feedback from students towards "Teaching-Learning" is taken every year which helps in monitoring the progress as well as in understanding learners' needs. Teaching-Learning has evolved in these years, with teachers using different teaching pedagogies. Every student is assigned with a mentor-teacher who guides the students for their academic progression after a proper analysis of the student. During an academic session career counselling of the final semester students are regularly held in collaboration with various agencies with special focus on future courses of study after completion of their under graduate courses. In order to instil a sense of social responsibility, students are encouraged to participate in social activities by enrolling as volunteers in NSS, NCC, Eco-Club, Aura, Red-ribbon Club. YRC etc.

Provide the weblink of the institution

<https://imphalcollege.edu.in/>

8.Future Plans of Actions for Next Academic Year

1. Departments to start maintaining Department Record Book. 2. Deans to ensure regular conduct of classes 3. Students Union to initiate disciplinary conduct of students 4. Extension of mentoring system in all semesters 5. Introducing Vocational Diploma course in Food Processing and preservation technology.