



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

Y. K. COLLEGE

WANGJING, P.O. WANGJING

795148

www.ykcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Y.K. College initially named as Eastern Manipur College at establishment on 28.10.1972 by a privately run committee known as governing body with pre university courses, had introduced degree programmes upon getting affiliation to Gauhati University in 1976(F.-8-53/87(CP-1) dated 20.05.1988). Thus, as an undergraduate college, it had been assumed to establish in 1976. The erstwhile governing body which needed huge donation for rapid advancement of the college, accepted the same from a family whose beloved Yangambam Kumar Singh died in 1970 in a tragic aeroplane crash in the route Imphal to Guwahati where he pursued M.A. degree. On this ground, the governing body renamed it as Y.K. College as a great tribute to honour his memory and to aspirate pursuing higher education as he liked.

The college was deemed to have been affiliated to Manipur University in 1980 vide order no. MU/AC/1/30 dt 30.06.1980 and then got permanent affiliation to this university in 1987 vide order no.M.U.C-6/1/CDC/98 dt. 24.08.2018. Pre-university courses had been delinked about a decade ago and since then it has been delivering higher education as a pure ungraduated college.

The programmes offered by this college before 2019 were:

1. B.A. and B.Sc. Honours (Economics, Education, English, Geography, History, Manipuri, Political Science and Zoology).
2. B.A. and B.Sc. Pass Courses.

The following programmes had been offered onwards 2019:

1. Botany, Chemistry, Mathematics and Physics Honours have been commencing since 2019.

It stands as a lone college of Manipur opened Automotive vocational course. In the year 2020, UGC has given approval for the opening of B.Voc. programmes viz., IT/ITes, Food Processing Technology, Apparel/Fashion Designing and Horticulture. Necessary official process is undergoing for getting permission from Manipur University.

Vision

The vision of the college is to impart comprehensive Higher Education with a view to promoting mental, physical and social development through academic excellence to serve mankind. The institute constantly pursues to achieve academic, research and professional excellence using innovative, creative, collaborative and sustainable practices. The college sees itself as a perennial spring of ethical values, mutual respects, transparency, diversity, lifelong learning and pursuit of excellence.

The college has set out a practical vision map for the next two, five and ten years to come. In the next two years, the college seeks to enrich curriculum based education from traditional subjects in addition to accomodating more vocational programmes. In the next five years, it hopes to fulfill imparting of education for comprehensive knowledge deserved for upliftment of socio-economic status. And, in the next ten years to

come, the college envisions itself as the provider of quality education for the output of deserved citizens of modern age.

The detailed roadmap for the vision and mission of the college is available here: <https://ykcollege.ac.in/wp-content/uploads/2020/04/VISION-MAP-OF-THE-COLLEGE.pdf>

Mission

In order to realize the overall vision of the institute, the following mission targets are set out:

1. To impart higher education for all irrespective of caste, creed, gender, religion, haves and have-nots.
2. To educate rural population, economically backward young generation of rural society in a motivating environment so that they (students) can unfold their hidden talents for becoming a perfect individual with positive outlook towards life.
3. To produce good and responsible members of society which is degrading day by day due to individualistic view of life thereby ignorant of universal, pluralistic and harmonious nature of society where man can live as a social animal.
4. To make aware of the global changes in the economic, political, educational, environmental and scientific areas of study so that the most threatening problems leading to the extinction of mankind from this beautiful planet may be solved forever.
5. To mould and shape the students to become good and responsible public leaders, academicians, scientists, lawyers, writers, teachers, artists and artisans, sports persons and responsible members of society.
6. To explore the never ending human resource so as to channelize in the right direction to achieve a never ending civilization.

The detailed roadmap for the vision and mission of the college is available here: <https://ykcollege.ac.in/wp-content/uploads/2020/04/VISION-MAP-OF-THE-COLLEGE.pdf>

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Y.K. College is the lone college of Wangjing-Tentha Assembly Constituency of Thoubal District. The adjoining assembly constituencies viz., Khangabok and Heirok of Thoubal District are still without non-professional degree colleges.
2. Among four non-professional degree colleges of Thoubal District, one is for girls while another one is privately run and remaining two government colleges including Y.K. College are co- educational.
3. Honours courses of all optional subjects viz., Botany, Chemistry, Economics, Education, English, Geography, History, Manipuri, Mathematics, Physics, Political Science and Zoology have been opened.
4. In addition to posting of a regular principal in this college, the faculty members consist of a qualified candidate of regular principal (2019), a national awardee of literature (2006) and a teacher who won best paper award of Amity University (2019).
5. About 50% of the faculty members are Ph.D. degree holders while 10 members are NET/JRF/SLET qualified teachers. Of course, only four NET/JRF/SLET qualified teachers are non-Ph.D. degree holders. In addition, five teachers are M.Phil degree holders. Two teachers are going to complete their

Ph.D. courses shortly while two teachers are actively supervising their scholars registered in Manipur University.

Institutional Weakness

1. The college has not opened the courses of optional subjects viz, Computer Science/Application, Biochemistry, Environmental Science, Home Science, Music and Dance etc.
2. The campus area is somewhat less than one acre and since, the constructed area is about 2/3 of the total area, no scope is availed for horizontal expansion.
3. The number of sanction posts of faculty members is lower than the requirement as per Manipur University Ordinance.
4. The college has very low strength of non-teaching staffs against the number of their sanctioned posts.
5. Majority of the buildings are semi-pucca structures and Arts departments have been temporarily occupying the Women Hostel, which is not accommodated by hostellers so far.
6. The college is for want of transportation service for students.
7. The college is facing inconveniences due to non-existence of staff quarters in the campus and low number of enthusiastic local teachers.

Institutional Opportunity

1. The location of the college is in southern part of the Thoubal district and gets influx of students from Wangjing-Tentha, Heirok and Khangabok Assembly constituencies. Besides some big higher secondary schools which serve as feeder schools of this college are located at closer distances. By location it is just beside the eastern side of National Highway-2 which provides convenient accessibility from all catchment areas and also from Imphal East, Imphal West and Kakching districts. Its distance from Imphal is only 29 km.
2. It is the lone college of Manipur opening Automotive vocational course.
3. Being a neighbor of District Sports Stadium, outdoor events of games and sports can be organized using these infrastructures.
4. UGC has approved opening of B.Voc. Courses such as IT /ITes, Apparel/Fashion Designing, Food Processing Technology and Horticulture in 2020. Certainly, it will become the lone college of Manipur opening B.Voc. Horticulture.
5. Facility for swimming and playing of indoor games such as badminton, tennis, gyms and weight lifting etc., are available in the college and by dint of such facilities many renowned sports persons in these fields may come up.
6. The schemes for free-ship for students of BPL family and monetary assistance for students in relation to ailment are available.

Institutional Challenge

1. Lowering of the number of students and guardians who are solely determinative of building up of career with non-professional education.
2. Low employability of graduate and master degree holders of non-professional programmes.
3. Lack of intention by students for appearing competitive examinations.
4. Delayed update of curriculum and system of awarding degrees.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Teaching learning is undertaken within the undergraduate curricular framework of the Manipur University to which this institution is affiliated. All teachers chalked out lesson schedules for 90 working days per semester period which are for accomplishment of teaching, organization of departmental seminars and conduction of unit tests. Some meritorious awards are announced for outstanding performances of students.

Three teachers supervised Ph.D. scholars registered under Manipur University while three other teachers also joined to evaluation of undergraduate examinations of this University. Although the undergraduate curriculum of Manipur University has not yet provided 'Choice Based Credit System', students get the opportunity of selecting three optional subjects and an 'Honours Subject' out of these three.

Annual courses of two batches of Automotive vocational courses opened under RUSA grant have been accomplished. Lately, this institution introduced two add on courses on 'Short Term Courses on Computer Operation and Mushroom Cultivation' for intake capacity of 20 and 15 and course duration of 50 and 30 hours respectively.

The undergraduate curriculum of Manipur University has ample of knowledge sources for professional ethics, gender, human values and environment sustainability mainly from the courses of Education, English, Political Science, History, Regional Development and Environmental Science. Subjects viz, Botany, Education, Geography and Zoology have provision of experimental learning undergone by 21.65% of students. IQAC took feedback from students, teachers, Alumni Association members and analyzed. The feedback suggested for the improvement and development has been noted.

Teaching-learning and Evaluation

The institution followed reservation policy of Manipur Government during the admission of 1st semester students. Based on the results of unit tests conducted, students were sorted out into advanced and slow learners for whose appropriate measures have been taken up by IQAC and Remedial Coaching Centre respectively for enhancing their academic performance.

Student-teacher ratio fluctuated in the range 23:1 to 31:1. Students centric methods adopted in this institution included experimental learning such as field study tour and project work, participative learning such as departmental seminar and four steps problem solving method.

About 50% of the teachers used PPT method of teaching. During Covid lock down (25th March-31st August, 2020) students have been connected with teachers by means of Youtube, email, e-learning and Zoom. Moreover, the college has installed two smart boards in the late part of 2020.

The number of mentees allotted to a mentor decreased with passage of years simultaneous to increase in percentages of filled up sanction posts of teachers and Ph.D. degree holders. Appointment of regular teachers in 2017-18 effected decrease of their average teaching experience. Under unavoidable circumstance, free and fair internal assessment examinations had been postponed.

Although the students could not be timely aware about course outcome, programme outcome, programme specific outcome and learning outcome exclusively written by teachers of this institution, fair pass percentage of students in the university examinations was evidential for attainment of these outcomes. Data of 5.2.1 and 5.2.2 also support this assumption.

Research, Innovations and Extension

The faculties of the college are active in research works. Two faculty members have been granted funding for research projects namely Institutional Biotech Hub funded by Department of Bio-Technology (DBT) and a Minor Research Project (MRP) funded by UGC-NER, Govt. of India. Among the faculties are energetic members who produce research publications from time to time. The faculty members of Zoology, Env. Science, Economics, History and Manipuri have published papers (10 nos.) in various levels of journals including international journals. In addition to this, there are several book and chapter contributions (26 nos.) from the college faculties. These contributions are in both state level (for Manipuri faculty) as well as national level. Mention may be made of Dr. RK. Brojendro, Assoc. Professor of English Deptt. for such magnificent literary translation works as English into Manipuri and vice versa.

From time to time, the college organizes seminars and workshops on relevant themes and designated days. So far, it has organized 7 seminars including three national level. Not only teachers, resource persons from outside the institution are also invited to disseminate innovative ideas among the teachers and students of the institution. The college also undertakes various extension programmes through its NSS units in collaboration with local bodies. Programmes such as NSS camps, panel discussion, outreach programme, sensitization programme etc. are organized on various themes like Swachh Bharat, Gender issues, AIDS/HIV awareness, career counselling and so on, where active participation of students is given utmost importance. In holding any events, the college administration tries to collaborate with local organizations wherever possible. For example, it has taken helping hands from Go-Clean (group with cleanliness campaign), 26 Assam Rifles, All Manipur Progressive Farmers Assn., National Tobacco Control Programme-District Cell, District Administration etc.

Infrastructure and Learning Resources

The college has well maintained infrastructure and learning resources including classrooms, ICT enabled/smart classrooms, well equipped laboratories, one library reading room, one conference hall, one seminar hall, one computer laboratory for imparting modern education to the students. The college has an automated library with many books covering all disciplines and it has access to learning resources like e-journals, e-books through N-LIST programme of INFLIBNET. The college has Student – Computer ratio of 1:66 with 8MBPS Bandwidth of internet connection. The office of the institute has computers, photocopiers and printers. The numbers of functional computers available in the college are 30 desktops and 10 laptops out of which 13 desktops are installed in central computer laboratory where students can learn the knowledge of computer.

The college has an indoor sport hall. So, the college has facilities for all indoor games. Regarding the gymnasium, certain equipments have been installed in a portion of the indoor sports hall for playing mainly by students at any convenient time. The indoor hall is also used as Yoga Centre. The college has a swimming pool. Students and staffs of the college can practice swimming free of cost, whereas outsiders have to charge for instant as well as routine swimming. Although the college has no outdoor sport facilities, the big sports complex of Thoubal District located just behind the northern boundary of the college can be enjoyed by the college after seeking permission from the authority. The college has a multipurpose hall which facilitates the

performance of several cultural activities in the college. The college has the facilities of campus Wi-Fi for students, teachers and non-teaching staffs. The college campus is under the surveillance of CCTV cameras.

Student Support and Progression

The Y. K. College provides freeships to the economically backward students of the college. Government of Manipur also helps the students of this college financially by providing scholarships like OBC, SC/ST, Merit scholarships to the students. Number of students benefitted by scholarships provided by government during the current academic year 2019-20 is 227. Some meritorious students of the college are provided with ISHAN UDAY scholarships of UGC.

Students' Union of Y. K. College is constituted as per rules and regulations laid down by the Department of University and Higher Education, Government of Manipur. College encourages the students to participate in many co-curricular and extracurricular activities like debating competition, games and sports, cultural activities, tree plantation, etc. College Students' Union plays a key role in encouraging and developing students to take part in these various activities. The students of this college have successfully achieved second position in Skits in the Inter College Youth Festival 2019-20 held in Manipur University. Volunteer of NSS Unit I and II of the college take active part in various extension activities. College also encourages the students to participate in the observations of important state, national and international days. The college has a registered Alumni Association which contribute financial assistance to the college to promote infrastructure, games and sports, academic and waste management activities. The members of the Alumni Association support physically the management of Inter College Football Tournament, M.U. hosted by Y. K. College in addition to giving financial help. The institute has a Students Redressal Grievances Cell.

Governance, Leadership and Management

The vision and mission stated six years ago, had been satisfactorily achieved during the last five years. Several committees viz, IQAC, Admission Committee, Examination Committee, Building Construction Committee etc. have been constituted by the principal and conveners of committees can make decision independently if principal is ex officio chairman. All Heads of Departments and Convener, Remedial Coaching Centre took responsibility for controlling and regulating teaching.

While the appointments and placement of teachers have been done by the Manipur Government, the institution itself took up several welfare measures for them. Students too have got the facility of online admission. With retrospective provision teachers who participated in seminars and conferences had got financial assistance from college fund.

The institution organized administrative trainings mainly for the ministerial staffs while teachers participated in FDPs organized by universities. Manipur Government gave order of placement in respect of teachers based on their API scores, but ministerial staffs had been promoted on seniority basis.

Financial auditing is done by internal audits annually. External auditors are those of AG, Manipur and invited chartered accountant. The formers undertook auditing at any time scheduled by the relevant authority.

IQAC served as Think Tank of the institution and introduced Remedial Coaching and Short-Term Course on Computer Operation in addition to taking up of measures for enhancing curricular activities. IQAC also

consulted teachers for update of teaching learning methods used by them. The institution participated in NIRF ranking and underwent collaborative research work with Manipur College, Manipur, India.

Institutional Values and Best Practices

Y. K. College promotes gender sensitivity among the students of the college. The institution provides separate toilet and separate seat in the classroom for both male and female students. The members of the Woman Complaint Cell of the college are always ready to help the needy female students and to face any crime if happened in the college campus. Different types of wastes in the campus were managed by the Environment Cell of the college. The waste disposal bins were installed in the campus separately for biodegradable and non-biodegradable wastes. GO-CLEAN team has significantly contributed towards the management of wastes. The institution has solar energy as the alternate source of energy. The college does not support religious disparity as the staffs and students belonging to religiously distinguished communities. The college has a code of conduct for students, teachers and other staffs. The institution observes many national and international days.

The college follows many best practices for students and staffs. One of the best practices of the college is **“Monetary Assistance for Boosting up Curricular and Extracurricular Activities”**. This scheme was first implemented in the college in the academic year 2017-18. The major goal of this scheme is to give financial support to the students who find it hard to continue their studies. This focuses on students belonging from low-income families and students talented in extracurricular activities e.g. sports, culture. The scheme is also extended to the faculty members of the college for their participation in seminar, conference, workshop etc. to enhance their Career advancement which will in turn give impact ultimately to students. The other best practice is **“Formation of Functional Units for Assisting Administration”**. Faculty members and top ministerial staffs play a key role in the enhancement of overall activities of the college. Such potential can be utilized by constituting various functionary committees. Altogether there are 18 functional committees in the college. Principal being the chairman/ex-officio chairman of all the committees allots the type of activities to be carried out by each committee. The activities of the various committees help in the upliftment of the status of the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Y. K. COLLEGE
Address	Wangjing, P.O. Wangjing
City	Wangjing
State	Manipur
Pin	795148
Website	www.ykcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Soibam Giri Singh	03848-222023	6033991977	03848-222023	yk_college@rediffmail.com
IQAC / CIQA coordinator	Laimujam Gopen Singh	03848-222034	9856337224	03848-000000	gopenl@rediffmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	28-10-1976

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Manipur	Manipur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	20-05-1988	View Document
12B of UGC	20-05-1988	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Wangjing, P.O. Wangjing	Urban	2.42	6062.8

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	HSE	English	20	5
UG	BA,Education	36	HSE	English	20	15
UG	BA,English	36	HSE	English	20	8
UG	BA,Geography	36	HSE	English	40	26
UG	BA,History	36	HSE	English	20	1
UG	BA,Manipuri	36	HSE	Meitei\Manipuri	20	7
UG	BA,Mathematics	36	HSE	English	15	2
UG	BSc,Mathematics	36	HSE	English	10	2
UG	BA,Political Science	36	HSE	English	100	81
UG	BSc,Botany	36	HSE	English	30	21
UG	BSc,Chemistry	36	HSE	English	20	10
UG	BSc,Physics	36	HSE	English	20	3
UG	BSc,Zoology	36	HSE	English	50	17
UG	BA,Arts General	36	HSE	English	45	0
UG	BSc,Science General	36	HSE	English	70	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				20				26			
Recruited	0	0	0	0	11	2	0	13	16	6	0	22
Yet to Recruit	0				7				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				29
Recruited	5	0	0	5
Yet to Recruit				24
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	2	0	8	2	0	17
M.Phil.	0	0	0	0	0	0	4	2	0	6
PG	0	0	0	6	0	0	4	2	0	12

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	1	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	593	0	0	0	593
	Female	340	0	0	0	340
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	2	0	0	0
	Female	1	1	0	2
	Others	0	0	0	0
ST	Male	11	9	7	6
	Female	8	10	11	7
	Others	0	0	0	0
OBC	Male	397	417	339	338
	Female	136	141	115	108
	Others	0	0	0	0
General	Male	287	294	345	379
	Female	50	44	62	63
	Others	0	0	0	0
Others	Male	0	0	0	2
	Female	0	0	0	2
	Others	0	0	0	0
Total		892	916	879	907

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
198	166	166	166	166
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	10	10	10	10

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
933	907	879	916	892
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
250	250	250	250	250

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
160	251	225	154	162
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
36	38	41	31	31
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
46	46	46	46	46
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 20

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
53.43101	109.5123	148.2092	45.8818	14.45398

4.3

Number of Computers

Response: 40

4.4

Total number of computers in the campus for academic purpose

Response: 13

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The institution adopts the curriculum approved by the Manipur University. The curriculum delivers learning of non-credit but compulsory subjects viz. Manipuri or English in 1st & 2nd semesters, and Regional Development & Environmental Science in 3rd and 4th semesters respectively. In the science stream students can learn Botany, Chemistry, Mathematics, Physics and Zoology as elective subjects while those of Arts stream are Economics, Education, English, Geography, History, Manipuri, Political Science and Mathematics.

Subject combination and Honours subjects: Regarding pursuing graduate degree in pass course, a student has to offer a definite combination of three elective subjects throughout the degree course of six semesters i.e., first to sixth semesters. A student can offer Honours in fifth and sixth semesters in one of the elective subjects offered in first to fourth semesters. The college opens Honours for all the above mentioned elective subjects.

Class routines: General classes of first to fourth semesters span over six hours divided into 8 periods, the duration of each period being 45 minutes. Irrespective of the season, the class is started at 9.a.m. and without collision of class of a single student, it is closed at 3 p.m. Honours students have been taught following the routines framed by each of the departments to get by the students learned profoundly. Duration of a practical class for pass course is 90 minutes, but for honours this duration can be elongated under consideration by both teachers and students.

Teaching schedule of lessons: All teachers of the college prepare Teaching schedule of lessons for the parts of the syllabus they teach. It has been done by consulting academic calendar of Manipur University, probable examination schedule of this University and holiday list of the college.

Leave management for teachers: A rule is in vogue in applying of casual leave at least one day ahead of the day applied for casual leave. In such case no lacunae of class has been arisen from management by the concerned department and Principal. In case when a teacher is in earned leave, remaining teachers of the department spare extra classes.

Method of update teaching:

a. Knowledge based: Every classroom has a white board to enable undergoing of teaching and learning safely. So far projectors have been installed in a few classrooms for up-to-date teaching with PPT presentation and regular conduction of departmental seminar as well.

b. Examination oriented: Teaching of each unit or lesson is followed with group discussion and narration of answers of previous university questions. Moreover, concerned teachers give their students

questionnaire of different types of questions answerable after knowing what has been taught.

Enhancement of students' enthusiasm in learning: In view of enhancing the academic performance of students, various awards have been introduced for toppers of this college in Manipur University examinations. The college authority and all heads of departments cooperatively look after the undergoing offline class as per class routine, teaching schedule of lessons, leave application norm, timely issuance of university question models to the students.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Conduction of internal assessment examination can be presumed as an effective practice adoptable at institutional level for assessing the level of learning instilled by the student. It is prevalently adopted for this purpose and this institution too has been undergoing unit test examinations since a long back. The academic calendar framed by IQAC for each year gives the provision of conducting the required number of class, unit tests and departmental seminars for each paper.

Manipur University divided the syllabus of each paper into units to be taught by definite number of lectures. Teaching schedule of lessons done for each paper in agreement with Academic calendar is inclusive of number of periods required for conducting tests of all units i.e. an exclusive period for one unit test examination. The unit test examination has been held soon after the accomplishment of teaching of an unit. The college office is always ready to supply the required materials of unit test examination at any time so as to adhere to its conduction with the academic calendar.

The unit test examination being held in the departmental class room/ Mini Conference Hall during a class period, does not coincide with any of the class. The type of examination may be oral/ written according to convenience of the department. Thus, each department conducts and evaluates unit tests independently and results are submitted to the college office and IQAC. When unit tests of 1/2 portion of the syllabus of a paper has been accomplished, the department begins to sort out students into advanced and slow learners for convenience of taking up further necessary action by IQAC depending upon these categories. Later on under the initiative of IQAC, 'Remedial Coaching Centre' has been opened to deal with slow learners. Thus, the academic calendar has been strictly maintained during the course of each semester.

Although unit test examination is neither a qualifying nor impart mark to semester end examination conducted by Manipur University, each department manages for re-appearing the examination by absentees without affecting normal classes.

Of course, some NSS programmes not scheduled in the academic calendar have been allowed to organize to aware the students about national integration, social and gender issues etc. In addition to this, certain

unscheduled programmes are also to be held in accordance to government order as well as urgent need. However, academic calendar always reserves 90 working days for undergoing teaching, unit tests and departmental seminar during a semester period. Against such short teaching period of a semester, management has been practiced for facilitation of learning by advanced and slow learners.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 15

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 4**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response: 2.09****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
35	30	30	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The institution follows in toto the curriculum adopted by Manipur University. Indeed the syllabi of

compulsory or non-credit subjects like English/Manipuri for 1st and 2nd semesters, Regional Development and Environmental Science of 3rd and 4th semesters respectively are common to all undergraduate programmes offered by this institution.

Gender:

About dissemination of Gender issues to the students, provision of a lesson on Women Movement (in Regional Development) is worth to mention. The main objective of this unit is to provide learning about gender issues and women empowerment focusing on economic, ethical, social, political aspects of different women communities in general and Manipuri women in particular.

Political Science is one of the popular optional subjects of Arts stream of this institution. With regard to the above context, 3rd unit of Political Science entitled as Women Movement is very important. It focuses mainly on culture and custom of different Indian communities and their impact on the empowerment and problems faced.

Environment and Sustainability:

Since Environment Science is an emerging discipline of the recent world to deal with environment and is also a compulsory subject for all undergraduate students at 4th semester level, it is very promising for incorporation of knowledge on areas viz, ecosystem, biotic, abiotic, concept of biodiversity, degradation of environment, preservation of environment, sustainable utilization of natural products etc. prevalently among students. Besides Zoology paper IV(404) syllabus covers about Biodiversity and Environment Biology in addition to inclusion of Ecological Principles in Botany paper III(303) for narrating elaborately about different aspects of Environmental Science.

Professional Ethics:

Education is one of the elective subjects of Arts stream offered by students fairly in pursuing undergraduate course from this college. Herein it is pertinent to mention that an unit of the paper 507 focuses on learning of many aspects of Professional Ethics viz, honesty, transparency, confidentiality, accountability, obedience to law, loyalty, respect and objectivity.

Human Values:

An integral part of educational system is the need for inculcating human values to the students. Arts subjects particularly, English, with its well-designed system of curriculum can be considered as a forceful tool for the cultivation of desirable ethical, spiritual and social values. Short stories, prose, poetry and others included in the compulsory and optional papers help in inculcating universal and eternal values like compassion, honesty, tolerance and truthfulness etc. These values are fundamental in strengthening and deepening of the sense of social responsibility, thereby, developing students into balanced individuals and create a human society.

Moreover, a good number of elective subjects offered by the students of Arts stream render opportunity to conceptualize the cross-cutting ideas about human values. The students offering Political Science, Education and History get the opportunity of inculcating much about the issues of Human Values. For example, during pursuing BA program with Education as an elective subject, human values from different angles viz., educational values, moral, spiritual or religious values were inculcated from learning through

Vedic, Upanishad, Buddhist, Islamic philosophy.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.72

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	6	6	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 21.65

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 202

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

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 79.36

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
442	404	288	414	436

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
500	500	500	500	500

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 37.76

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
92	97	91	93	99

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

2.2 Catering to Student Diversity

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

Response:

Since the undergraduate general line colleges are numerous and prevalent in Manipur, the hostels are yet at non accommodable stage, the institution gets the intake mainly from the adjoining and nearby villages. Yet the institution has not recommended any procedure for discrimination of students into advanced and slow learners at the time of admission. The advanced/ slow learners of a paper taught in a semester has been sorted out from the results of the unit tests examinations so far done for 1/2 portion of the syllabus. Thus, the list is changeable according to their performance in the unit test examinations of half portion of the syllabus of a paper. However, since all Honours students get plenty of time for learning from the teachers, they are not sorted out into advanced and slow learners.

At departmental level, particularly for advanced learners, teachers allow to photocopy higher level text books owned by them for broader learning and teach face to face to get known the difficult parts. Moreover, IQAC gives the links of e-learning of several university, institutions and UGC etc. IQAC even manages for the audio-visual lecture on topics they want. Thus IQAC manages at its best level for enhancing of learning by brilliant students,

Regarding slow learners, departments submit their list too to IQAC which in turn submits it to the Remedial Coaching Centre. Using teaching methods such as selection of problems, slowed explanation and virtual classes this centre tries to fulfill its purpose maximally. The centre conducts class during extra class hours with the teachers of this institution only. However, during a semester period remedial coaching is run about a month.

The IQAC of the college has constituent members technically deserved to assist Coordinator in enhancing learning by students from ICT means. It is mentionable that IQAC has a separate room with installed ICT equipments extra to those of central computer laboratory. Likely ICT equipments have been issued to the convener of Remedial Coaching Centre.

Role of IQAC

Initially IQAC tried heart and soul for enhancement of learning level of both advanced and slow learners by ICT means using different applications for them. Under the initiative of IQAC too, Remedial Coaching Centre took the responsibility for enhancing learning capability of slow learners.

IQAC trained the advanced learners for connecting with INFLIBNET-NLIST, SWAYAM on-line classes, UGC approved online classes and online classes of several universities. Moreover, IQAC manages for downloading of online classes they interested.

Role of Remedial Coaching Centre

Remedial Coaching centre on the other hand trains the slow learners for connecting with SWAYM online classes and UGC approved online classes. The centre contacts the teachers of the college for

teaching to them about the parts of the syllabus which are hard to understand by them. Teachers also reveal them different methods of learning which will be helpful in boosting up learning capability. Moreover, teachers undertake participative method of learning for fulfillment of this programme. The time table of the coaching is given in the following link.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 25.92

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

As per Manipur University syllabi, students of Botany papers I(General), III(General), IV(General), VII(Honours), Geography VI semester Honours students and Zoology papers I(General) and IV (General) are to participate in field study tours. Each student should submit report of field study tour to the head of concerned department.

The college organizes annual field study tours regularly to different places for students offering the above mentioned subjects. From such study tour students of Botany learn about disturbed vegetation, vegetation of particular regions, aquatic plants of lakes, parasitic plants, orchids, many indigenous plant species, exotic plant species, endangered and threatened plants etc. Simultaneously the students learn more about inflorescence, distribution of various medicinal plants. Students witness themselves the scenario of deforestation particularly in the hills.

Likely students of Zoology learn from the study tours about fauna of a particular place, behavior of animals in the zoo and the Sangai deer (*Rucevus eldii eldii*) in her natural habitat etc. Students of Geography learn about different types of rocks on site. They get to learn experimentally from the field study tours.

In case of Education, students of VI semester Honours are to undertake project works of 100 marks as per Manipur University syllabus. Each student under the supervision of a teacher works on a topic and collects related data. With the help of the supervisor, they interpret the data for producing in the form of

neatly compiled 'Project Report'.

Since lesson plan of each paper is being done to get availed some periods for departmental seminar, it can be mentioned that participative learning is also adopting as an inevitable method of learning. The students deliver talks, interacted among themselves and with teachers too leading to clarification of puzzling areas. As the students talk on different topics, every participant can learn a lot from Departmental Seminar.

Regarding problem solving, four step method is used viz, step 1: to understand the problem, step 2: to devise a plan, step 3: to carry out plan and step 4: look back. For example, the problem faced by the college for opening of Honours in Botany, Chemistry, Mathematics and Physics was mainly shortage of teaching staffs which should be six for each of these departments in accordance to Manipur University ordinance. So each of these departments did not fulfill the requirement for opening of Honours courses.

After the appointment of engaged teachers by the college, permission for the opening of Honours in these four subjects was sought from Manipur University and consequently issued permission after needful inspection. Finally in steps, physical, laboratory and faculty infrastructures will be enhanced in steps. Thus the college authority is sparing efforts constantly for enhancing student centric infra structures of the college.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The college authority with a futuristic vision had planned to undergo ICT enabled class about 5 years ago. The venture began initially with the procuring of laptop computers which had been issued to Economics, Education, Geography, History, Physics and Zoology departments. Thus teaching method which was increasingly adopted during the last five years was power point presentation (PPT) which had facilitated progression of both teaching at stipulated rate as per lesson plan and learning by students. Projectors were permanently installed by fixing to the ceilings of three rooms to enable conduction of classes with PPT. As the number of teachers owning laptop computer as personal computer steadily increases, PPT method of teaching has been increasingly undergoing during the last five years particularly during Covid-19 lockdown. Latest figure of using PPT method of teaching by 50% of teachers is indeed not an exaggeration. The adoption of this teaching method can provide errorless, more convergent and easily understandable reading materials to the students.

During the lock down imposed from 25th March to 31st August, 2020 in relation to the outbreak of pandemic covid 19, the number of teachers using ICT tools for teaching the students had been tremendously increased. At the simplest level, most of the teachers used WhatsApp by creating groups based on subject, semester, pass course and Honours for uploading reading materials and subsequent

interaction. Some of the teachers mail reading materials to the students by email. A number of teachers used Youtube and e-Learning for teaching students during this period. It means that connection with the students by ICT means during lockdown had been much enhanced than it was in pre-Covid period. Thus it can be assumed that the students might not have been stayed at home during Covid lockdown avoiding curricular learning.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 33:1

2.3.3.1 Number of mentors

Response: 28

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 76.96

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality /

D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 37.32

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	15	13	11	11

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

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

Response: 9.81

2.4.3.1 Total experience of full-time teachers

Response: 353

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Although Manipur University does not adopt the policy of crediting the marks secured in the internal assessment examinations in the marks of semester end examinations and nevertheless it is not a qualifying examination for appearing semester end examinations which are altogether six for undergraduate course undertaken under Manipur University, the institution adopts it as a mechanism to help instill learning by the students in pace with the progress of teaching.

Since only three months are available for teaching a semester course, it is difficult to give common schedule of internal assessment examinations in the academic calendar of the institution. It means that unit test examinations have been conducted as internal assessment examinations by all teachers scheduling

being done independently by all departments with mere inclusion of number of classes required for conducting unit tests in framing lesson plan per paper.

The examination committee of the college looks after internal assessment examinations conducted by the departments. The college office supplies all the materials required for such examinations. If the number of students does not exceed 10, the examination is conducted in the departmental classroom. But on the other hand if the number of students exceeds 10, unit test examination is conducted in Mini Conference Hall/ Multipurpose Hall. The college office provides the facility for printing of questions under high confidence. Principal who is ex-officio chairman of the Examination Committee promulgated strict order for conducting examination without nepotism to the students.

By coordinating Examination Committee and related department, unfair means is totally under control and if a student forces to use it, the matter is deferred to students Grievances Redressal cell. This committee directs the student to step in the right way for better career.

As usual, internal assessment examination is being adopted at college level as a tool for assessing the extent of learning achieved by the students mainly from the class teaching. Students have to reappear the internal assessment examination if the overall result is not satisfactory. It is done without affecting schedule of lesson plans.

Types of internal assessment examination did include written examination (MCQ, very short answer questions, short answer questions and long answer questions), oral and practical. To measure fruitfulness of comprehensive learning, internal assessment examination is also conducted for practical papers. It is also used as a tool effective in instilling learning till full understanding of principle and methodology.

Departmental seminar is also a type of internal assessment examination undergone by all departments. However, in majority of the cases, participation of students in departmental seminar is not satisfactory.

File Description	Document
Any additional information	View Document

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

Response:

Two types of examinations such as internal assessment or unit test examination and semester end examinations (even and odd semesters) are conducted in the college. Although semester end examinations of the students of this college are being conducted in this college, questions are set by the Manipur University. However, a motto of the college is to sustain the ethics of examination for effective and unbiased education in the interest of this nation.

The grievances of the students usually done during the examinations are generally for 1. Wrong questions, 2. Out of syllabus questions, 3. Discomfort in writing due to uneven and weakness of desk, darkness and hotness due to power break during examination, and 4. Separate writing in another room from

being ailed or physically handicapped, 5. Postponement of internal assessment examination due to natural calamity or unavoidable circumstance.

As soon as complaint has been received from students about wrong questions, matter has been dealt by the related teacher for instant justification and further necessary action. Complaint for low or over marking has been solved by distributing answer books to the students.

Complaint about discomfort in writing during examination has been considered by the Examination Committee to be very genuine and tries to solve instantly. Impaired desks and benches have been replaced by the extra ones and one high power Ashok Leyland generator is kept ready to substitute the occasional break of power supply managed by Manipur State Power Distribution Company Limited.

The complaint from ailing students, if any, and found genuine, is readily considered and soon take up appropriate measure for appearing examination in a separate room under invigilation of a teacher. In severe case, the student is allowed to appear examination after recovery of illness, but for physically handicapped student, if any, can appear the examination in the way he/she likes (oral or written).

Concerned authority of the college usually postpones the internal assessment examination, if general strike/ massive non-cooperation movement is called by any powerful body. On the other hand, in relation with natural calamity, if complaint is put up for appearing internal assessment examination by students from flood and storm affected area on another day, and then such grievance has been considered as to be genuine.

A special arrangement done by the college is the immediate availability of drinking water for the examinees during examination hours. Moreover, toilets for boys and girls have been maintained neat and clean with plenty of water supply.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Y.K. College has developed its Programme Outcomes and Course Outcomes which empowered its students in getting their knowledge and skills. The syllabi of all the courses offered by the college along with Programme Outcomes, Programme Specific Outcomes and Course Outcomes are displayed in the college website (www.ykcollege.ac.in). The copies of syllabi of all the departments are also kept in the respective department for the reference of the students. The college prospectus which consists of admission details along with the details of courses offered by all departments, faculty profile, academic calendar, infrastructure facilities etc. are also uploaded in the college website. The regular updating of the website is done by Nodal Officer (IT) on behalf of the College Website Committee. The faculty of each department

discuss with the students about the course structure of their respective courses at the beginning of every semester. The IQAC helps in the formation of Academic Calendar of the college which provides broad schedule of the college before the beginning of each semester. The faculty members also communicate the Programme Outcomes, Programme Specific Outcomes and Course Outcomes to the students during the course of their lectures and during the departmental seminars also. The faculty members also use digital Classrooms and mobile applications for the communication of Programme Outcomes and Course Outcomes to the students.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Response:

Although the institution is affiliated to Manipur University, the institution has independently produced the Course Outcomes and Program Outcomes based on the syllabi of undergraduate courses so far open. One of the methods that Y. K. College follows for the evaluation of Attainment of Programme outcomes and course outcomes is the assessment of teaching-learning based on a feedback system. College supplies feedback forms to the students of the college. The students filled up the forms mentioning the teaching learning drawbacks, limitations, merits and demerits of the departments and its faculty members and submitted to the college. Students can also complain their problems in study to the Grievance Redressal Cell of the college. The college takes measures with student's grievances very neatly and tried for concrete resolution.

During the progression of teaching of a semester course, Course Outcomes and Program Outcomes have been assessed by conducting unit tests, departmental seminars, field study tours (Botany, Geography and Zoology) and Project work (Education). Teachers interact with the students during class hours for assessing the outcomes. For Course Outcomes, each department of the college identifies the advanced and slow learner students and their lists are submitted to the IQAC of the college. Under the initiative of IQAC, Remedial Coaching Centre opened in the college tried heart and soul for enhancing the learning capability of slow learner students.

The Unit Tests, Departmental Seminars, interaction during class hours, talent of speaking English and Manipuri languages in the functions of the Institution, enthusiasm of students in the environment related activities and moreover in socio- economic affairs etc. are attributes of assessing the degree of attainment of Program outcomes. The acquired expertise of students from this institution in interacting with those counterparts of Madhya Pradesh (Government MH College of Home Science and Science for Women, Jabalpur and Government Girls College, Katni, M.P.) done under the EBSB program is a vivid exemplary of a fair attainment of Program Outcomes. Many of the students have no stage fright and perform well before audiences both in the college and outside of campus.

It can be assumed that comparatively high pass percentage of students of this college in semester end examinations of affiliated colleges conducted by Manipur University, is an indication of fair attainment of Program Specific Outcomes. Appreciable attainment of Course Outcomes, Program Outcomes and Program Specific Outcomes can be evidenced too from service placement of 7 students in 2018 and 4 more in 2020 students of the Automotive Vocational Courses open under RUSA grant, the placement being of Maruti Udyog Limited, India.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 81.52

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
160	251	225	154	162

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
200	290	260	204	205

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.44

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 20.14

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	4.81	7.02	8.31

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 5

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	1	1

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 7

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	1	0	1	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.28

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	1	1	3

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

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.56**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	3	2	2	1

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

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The extension activities of the college stimulate the thinking of students as well as staffs about society. These activities promote an environment which helps in the application of their academic knowledge to real life. In addition these activities make them feel their importance in the society. Students realize the importance of the college in making the nation stronger. The sense of belongingness to the nation and equal opportunity are also perceived.

The IQAC and NSS unit-I&II organize extension lecture programmes in the college on topics such as gender equality, pollution caused by plastics, electronic wastes, smoke, motor exhaust, deforestation, entrepreneurship, proper application of pesticides and insecticides during agricultural and horticultural practices, benefits of organic manure, problems of early marriage, communal harmony, patriotism, development of conscience from learning, health hazards of tobacco, alcohol and drug addictions etc. The neighbouring community ensures to get the impact of these programmes via the students participants.

The people of the adjoining area are majorly of Meitei community while Muslim and Tribal population in minority. Students from all of these communities have harmoniously attended and graduated with ease from communal disturbances from Y.K. College over the years. In this region no sex related crime has been reported for the last five years. People support 'Go Clean Mission' organized for operating in areas covering the college by some good thinking citizens of the adjoining areas, the function being picking up of plastic and other solid wastes and their disposal daily in the morning. The institution signs MoU with 'Go-Clean' for undergoing environment related activities.

Many of the citizens of the areas participate actively in tree plantation for sustenance of eco-friendly environment; conserve rain water in the ponds for future use. Moreover, majority of the people in the areas do their level best for better road connectivity, availability of potable water, development as well as maintenance of hygienic environment, enhancing irrigation facility for both agriculture and horticulture and proper electrification for obtaining regular power supply etc. Swachhta Pakhwada program (29.01.2020) had extension program in a neighbouring village.

With a view to spread cleanliness habit, social responsibility and service to humanity among the local youths, the Red Cross Society volunteers of the college held a One day Cleanliness drive at the premises of the Primary Health Centre, Wangjing-Lamding on 19th Dec, 2020.

A large number of the citizens in the areas participated voluntarily in the 'Run for Martyrs' organized by 113 Bn BSF on July 24, 2019 in Heirok and Wangjing, many of the participants being the present and ex-students of the college. Most of the clubs in the area organize sports annually for various events during the holidays for Holi festival for various age and gender categories viz; children, youths, old, male and female etc.

Some Alumni members of the college are members of 'Go Clean' a club dedicated to environment services of Wangjing town and adjoining areas.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC,

Government and Government recognised bodies during the last five years**Response: 11****3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	4	2	1	2

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response: 11.84****3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
96	160	151	53	74

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

Response: 1**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response: 3****3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	0	1

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Altogether the college has 12 departments viz, Botany, Chemistry, Mathematics, Physics, Zoology, Economics, Education, English, Geography, History, Manipuri and Political Science. Honours courses have been opened for all these subjects. One teacher for each of Physical Education and Environmental Science are also in the college. The former teacher deals with the sports activities while the latter teacher teaches Environmental Science (non-credit) and related lessons of Botany.

The college has well maintained classrooms, laboratories, smart classrooms, library reading room, conference room and computing equipment for imparting modern education system to the students. The College embodies eight common class rooms and irrespective of size, every department has classroom for Honours. Botany, Chemistry, Geography, Physics and Zoology Departments have laboratories manageable for practical classes of both Pass courses and Honours. So classroom infrastructure has been all set in a way not to collide even classes of a single student. Laboratories are well equipped with sufficient equipment not only for carrying out programme specific curriculum but also to carry out experiments beyond programme specific curriculum. All equipment are checked every year and replaced the defected ones. The college has two smart classrooms with smartboards and one digital classroom with LCD projector and screen. In addition departmental seminar, group discussion can be held in Mini Conference Hall which can also be used as digital class room. A good number of teachers undergo teaching by using power point presentations. Moreover, the central computer laboratory of the college has LCD projector facilities. So it will not be too much to say that most of the modern teaching facilities which would aspirate the students are available in the college.

The number of functional computers includes 30 desktops and 10 laptops out of which 13 desktop computers are installed in central computer laboratory where students can learn the knowledge of computer. The central computer laboratory is also used for Short Term Course on Computer Operation. Internet connections are also available in the computer laboratory.

File Description	Document
Upload any additional information	View Document

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

Response:

The institute has two multi-purpose halls, both of which may be used for indoor sports as well as cultural activities. Games and Sports Advisory Committee looks after the sports equipments which are currently

safe-kept inside the new multipurpose hall. These sports equipments include those of tennis, table tennis, carrom etc. Students play badminton and table tennis routinely in off time and after class hour. Regarding gymnasium, certain equipment have been installed in a portion of the Indoor Sports Hall for playing mainly by the students at any convenient time. The indoor hall is also used as Yoga Centre looked after by H. Kumar Singh, Associate Professor & HOD, Political Science, Department. Students, teachers and non-teaching staffs desirous of yoga practice the exercise under his instruction.

The college has a swimming pool. Games and Sports advisory committee of the college has learned technology for purification of water of Wangjing river for filling into swimming pool and maintenance thereafter. Students and staffs of the college can practice swimming free of cost, whereas outsiders have to charge for instant as well as routine swimming.

Although the college has no outdoor sports facilities, those of District Sports Complex, Thoubal, located just beside the northern boundary of the college, can be enjoyed by the college after seeking permission from the authority at the time the complex has no schedule of sports. Here the outdoor sports such as athletics, football, volleyball, basketball and archery can be played. It can be mentioned that the college hosted in this stadium, during 24th August - 6th September, 2019, the biggest Inter College Football (Male) tournament, in the history of Manipur University with participation by 34 teams of 34 different colleges.

The Multipurpose halls and Mini-Conference hall of the college facilitate the performance of several cultural activities such as Freshers' Meet, Annual College Week, Debate and other extension programs etc. in the college from time to time. As a fruit of such regular programs to which our students are exposed, a team of our students under the guidance of Dr. Sh. Ghanashyam Singh, Asstt. Prof. of Manipuri Dept. took part in the 2019 version of Inter College Youth Festival held in Manipur University during 23-25, Oct., 2019 and achieved second position in Skits.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 20

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 42.1**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
40	33.81986	127.7798	8.5	0

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Consequent upon the request to the Director, Inflibnet Centre, Gandhinagar, Gujarat, to provide Integrated Library Management System for automation of Library, the college has received SOUL-2 (Full Version) software free of cost during March 2020. The work for automation of Library has been commenced using this software and it is partially completed. The process of automation has been tremendously affected by long time COVID lockdown. Besides this, the library of the college has subscribed the membership of INFLIBNET-NLIST consortium since April, 2020 through which the college have access to wide range of e-resources including 6000+ journals and 1,99,500+ ebooks. Currently the college have more than 300 active users consisting of both faculty members and students.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership

- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.73

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.56004	0.19720	0.49750	1.34601	1.03827

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 2.58

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

Response: 25

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The IT infrastructure of the college has been enhanced particularly to facilitate the use of e-resources by the students and teachers. The college website www.ykcollege.ac.in has been constantly updating with the introduction of important features. The website has feature capable of delivering bulk messages to students. Moreover, computer generated cash receipts for admission, examination fee as well as for provisional, reading and character certificates have been issued.

The College has been connected since March 2020 with BSNL leased line of 8 mbps which is being linked with the provision of campus Wi-Fi for students, teachers and non-teaching staffs. Earlier the college had normal BSNL Broadband connection. As mentioned earlier Library automation is progressing with SOUL 2.0 ILMS software received from INFLIBNET.

The college has 30 Desktop computers and 10 laptops. Out of these 13 desktop computers which were installed in the Central computer laboratory are used by the students in order to get IT skill and the rest are used by IQAC members, office and teaching staffs for academic and administrative purposes. The central computer laboratory is also equipped with LCD projector. The college has two smart classrooms, one classroom with LCD projector and screen and one Conference Hall with LCD projector and screen. Various seminars, conferences, workshops were also conducted in the conference hall. The college also has other ICT equipment such as photocopiers, printers, speakers etc. which are also used for students, teachers and office. From the prevailing college records, it can be mentioned that most of the IT equipment had been procured from GDA grants of UGC. However, RUSA Manipur has issued one Laptop (Macbook) computer and one projector in the college in 2018. Moreover, from the non-government account(NGA), three canon printers (two MF3010 and one LBP-2900B) have been procured. All the financial transactions including salary related matters of both teaching and non-teaching staffs are done through online using CMIS (Central Management Information System) and BEAMS (Budget Estimation, Allocation and Monitoring System).

Among the 12 departments of the college, desktop computers have been installed in 5 departments (Geography, Botany, Chemistry, Mathematics and Physics) and laptop computers in 5 departments (Geography, History, Physics, Pol. Science and Zoology). Moreover, one laptop has been issued to RUSA industrial partner for conducting Automotive classes. During the year 2019-2020, IT infrastructures have been enhanced with installation of 12 desktops, 4 printers and CCTV camera from RUSA grants.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 72:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 05 MBPS – 10 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 62.03

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
73.54	56.99	5.42	27.91	8.09

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response:

The proper maintenance and utilization of physical, academic and support facilities are done by Infrastructure Committee, which are formed by the teachers and Director, University and Higher Education, Govt. of Manipur. The infrastructure committee proposed the structures of the college in need of undergoing repairing within the provision of RUSA grants. The structures so far repaired and renovated under this grant are Mini Conference Hall, Compound wall, Science laboratories (Botany, Chemistry, Physics and Zoology). A new water supply system has been constructed from RUSA grant.

Power distribution system of the college often gets impaired, but under the care taking service of IQAC it has been repaired and renovated with the provision of fund from non-government account. Likely non-government account provides fund for repairing and renovation of other infrastructures such as boys common room, common classrooms and multipurpose hall etc.

The students union of 2018-19 batch sought fund from wishers in the form of donation and utilized it in the repairing and renovation of Boys toilet. Extra fund required was provided from non-government account.

The college has well equipped laboratories for carrying out of practical classes of programme specific outcome. The users of the laboratories handled the equipment with care. The proper maintenance of the laboratories is done by laboratory attendant. The laboratory attendants help the students while doing experiments.

The college has an Advisory Committee for library. The committee works for the improvement of the infrastructure of the library. N-LIST e-resources of the INFLIBNET is subscribed by the college library. Students and teachers can search books and journals through N-LIST. The librarian of the college looks after the library and he is well aware of the rules and regulations of the library. Students can borrow the books when they require.

The Games & Sports Advisory Committee of the college is a very trustworthy committee of the college which receives donation from teachers of the college for utilization in the repairing and renovation of sports infrastructures and in performing sports activities as well. It is worth to mention that the committee had purposefully utilized the fund. Indeed swimming pool of the college is at stage capable of earning from the intended swimmers mainly from Thoubal districts.

The college has good numbers of computers in the computer laboratory, offices and in the various departments. These computers are used by the officials, students and teachers. The proper maintenance and utilization of computers and IT infrastructure is done by IQAC.

The college has well ventilated and spacious classrooms for the students. The proper maintenance of classrooms is done by Infrastructure Committee of the college. The college has two smart classrooms and one ICT enabled classroom where classes of different departments are done as per time table of the college.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 11.84

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
227	151	70	88	6

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.34

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
18	30	13	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

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

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0.27

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	7	0	0

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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.71

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	0	1

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 6.25

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 10

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg:

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.****Response:** 16**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

The Manipur Government implies democratic principle for exercising rights of students in the college administration. For every academic year, eight student secretaries viz, General, Finance, Social and Culture, Magazine, Debate and Extension, Games and Sports, Boys Common Room and Girls Common Room are being elected by students through a democratic and transparent poll procedures laid down by Department of University and Higher Education, Government of Manipur. The Principal/ a senior teacher selected by Teachers association served as returning officer of Students union election. Each Secretary executes related activities under the instruction of a teacher in charge and thus renders dedicated service for the welfare of Y.K. collegians in general and students in particular.

Students' Union secretaries organizes many events throughout the year like debating competition, sports and cultural events, tree plantation, Teachers' day and many other activities. Mention may be made that students role in the successful conduction of A Pratap Singh Memorial, M.U. Inter College Football (Male) tournament, the biggest inter college football tournament in the history of Manipur University held in the District Sports Complex stadium, Thoubal by Y.K. College as host is very magnificent. All Students Union secretaries are members of the organizing committee of this football tournament and with their helping hand even the conduction of five matches/day in the preliminary round gets no interruption. Students of YK College participated in the inter-college Youth Festival, 2019-20 and has successfully achieved 2nd position in Skits.

Students have been intimated giving ample time to aware about the commencement of Swachhta Pakhwada (16-31 January, 2020). The profound enthusiasm of the students can be evidenced from their appreciable participation in this national program. Similarly, Ek Bharat Shrestha Bharat (EBSB) program has been holding for 7 days (4, 7, 12,14,17,20 and 25 Feb., 2020) with paired colleges of Madhya Pradesh after timely notification. The students of paired college would surely feel the emotion of national integration rendered by our students. It is worth to mention that EBSB committee is constituted by 11 teachers, 1 alumni member and 50 students.

Despite getting the chance to join NSS service (blood donation, cleansing of college campus and surrounding, imparting knowledge and learning from valuable speeches etc.), students are participating in the observation of important state, national and international days. Moreover they volunteer in the social services held in the departments as well as in the campus. Majority of the members of college week committees 2018-19 and 20219-20 were students, union secretaries. However, students exclusively organize Teachers' day in the college. So the College Students' Union plays a key role in developing the image of the college in various fields.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution

participated during last five years (organised by the institution/other institutions)

Response: 4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	9	2	0	0

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

The Y. K. College has an Alumni Association which is a dynamic, dedicated and socialized association constituted by 21 members resided in different places of Manipur. It is a formally registered body (Registration number: 1 of 2020-21). Association members are invited in many college events like sports, debating competition, foundation day, teachers' day, seminars etc. The association extends multifarious and augmentation roles in administration, providing financial help, management of games and sports, organization of seminars, enhancement of academic atmosphere, conduction of Swacchta Pakhwada and EBSB programs etc. in the college.

The commendable contribution rendered by the Alumni Association to the college is financial assistance to promote games and sports, academic and waste management activities. The amount contributed is shown in metric 5.4.2. The treasurer of the Alumni Association collected monthly contributions from the members and saved. The Association helps the college financially for the performance of activities it selected.

The members of the Alumni Association support physically the management of Inter college football tournament, M.U. hosted by Y.K. College in addition to giving financial help. Moreover, the Association hands out financial help for paying remuneration to engaged lecturers of four Science departments engaged for teaching mainly Honours courses(Botany, Chemistry, Mathematics and Physics).

Some of the members of the Alumni Association are members of unique association '**Go Clean**' which routinely spares one hour daily in the morning for collection of solid wastes scattered in Wangjing

municipal areas , cleansing of drainage and other hygienic services in this area including the college campus. It is worth to mention that the Association has got recognition from the Manipur Government on 26.01.2020 for this dedicated service.

Above all, the vision of Alumni Association for the college is to take up appropriate measures for the update of education system with yearly introduction of best vocational courses. Now the Association is contemplating possible plan to acquire land for establishment of a second campus of the college in the nearby area as the present campus has no scope for horizontal expansion.

Members of Alumni Association take part actively in the plantation of trees in the college campus organized in relation with observance of World Environment Day, 2019 and 2020. Some of the members participated in seminars organized by the college. Indeed Alumni Association is obviously part and partial in every affair of the college.

Alumni members have played an important role in the pandemic hour. The members of Alumni Association organized World Environment Day, 2020 in the college campus while staffs and students had been stayed at home due to lockdown imposed against Covid spread(25 March to 31 August, 2020).

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The following facts are evidential about the leadership nature of the college in tune with its vision and mission.

The college serves as centre of higher education for students irrespective of their caste and religion. So far no issue of religion and caste difference has been arisen from the college campus. A scenario of social harmony prevails always in the campus. Mention may be made that free admission program for economically vulnerable families even breaks the difference of rich and poor for studying in this college (metric 5.1.2).

As the college is easily accessible from all localities where the students reside, the daily academic activity starts up from right time and spans up to the end of class hour with punctuality of both staffs and students. Such academic development has assisted in developing career of several students for becoming eminent academicians, artists, social workers, industrialists and politicians etc. Fairly, high pass out percentage of the students is indicative of profound effectiveness of measures so far taken up timely viz, academic calendar, lesson schedule, IQAC initiatives for learning, remedial coaching in delivering curricular activities.

The college hosted during 24th August -6th September, 2019 the inter college football tournament (A Pratap Singh Memorial Manipur University Inter College Football (M) Tournament) which could get remark of biggest football tournament in the history of Manipur University having been participated by 34 teams. The students of the college won medals from the inter college sports competitions of Manipur University. Some of the students represented Manipur University for participating in inter university sports meet.

Regarding the update of education system, Automotive Vocational course had been introduced in the academic session 2017-18 and based on its proven employability the course is becoming one of the best vocational courses in the present context of Manipur. To acquire computer knowledge by the students, class on short term course on computer operation has been commenced from the year 2019-20.

Realizing the importance and necessity to develop skills among students and to create work ready manpower on large scale college submitted a proposal to UGC for the introduction of B.Voc. courses viz., IT and ITES, Food Processing Technology, Fashion & Designing and Horticulture. The proposal was accepted and approved by UGC. The classes for IT and ITES, Food Processing Technology have been commenced from the academic year 2020-21 and the remaining two will be opened from the year 2021-22.

As the land area of the college is less than 3 acres which is devoid of space for horizontal expansion of construction required for increasing introduction of vocational courses/establishment of community college, the college administrator has initiated process for acquisition of land in the nearby areas for establishment of a second campus which will have all modern infrastructures and facilities of higher

educational institution as well as eco-friendly environment.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

In government college Principal being the administrative head, looks after all curricular and extra-curricular activities. Since Y. K. College is a full-fledged government institution, all the major decisions are taken by Directorate of University and higher Education, Government of Manipur. The financial matter of the college is looked after by Principal. The Principal is to participate in most of the meetings/seminars organized by Directorate of University and Higher Education, Government of Manipur, UGC NERO, Manipur University and other related. The work of the college administration is one of the best examples of decentralisation and participative management. To assist the Principal for smooth functioning of the college administration various committees are formed. The Principal is the ex-officio chairman of all committees and members of the committees are selected from teachers and non-teaching staffs. Over the years, several committees assigned with different tasks are rendering help to become administration transparent and accountable. The functions of the various committees are as follows:

1. Admission committee: It looks after the admission of the students in the college.
2. Examination Committee: The examination committee conducts Internal Assessment examination and two Semester Examinations in a year as per the Manipur University time table.
3. Infrastructure Committee: It looks after the infrastructure development of the college.
4. Building Construction Committee: It looks after the new construction and repairing of the college under UGC, RUSA, State Government.
5. Purchase Committee: Purchase Committee looks after the purchase of various Equipments, chemicals, furniture etc.
6. Seminar Committee: It organises various seminars, workshops, conferences in the college.
7. Anti-Ragging Cell: Anti-Ragging Cell tries to secure the students inside the college campus.
8. IQAC: IQAC maintains the records of various activities of the college. IQAC tries at its best level for enhancing the learning capability of slow learner students of the college. IQAC Coordinator along with IT Nodal Officer timely update information in college website.

The overall administrative affair of the college is of participative nature since conveners of all committees for which Principal is ex officio chairman can convene meeting independently for decision making. As a tradition, problems of the college have been solved by deliberating in general body meeting of the teachers. Both teaching and non-teaching staffs co-operate well in every function organized in the college. Thus it is quite obvious that the overall affair of administration of the college is a cumulative scenario of the principal's office and committees, cells and responsible teachers.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Y. K. College is a full fledged government and so the college follows all the strategic plans taken up by the Department of University and higher Education, Government of Manipur. However some internal strategies are taken up by the college for the smooth functioning of the college. With the help of suggestions from all the teaching and non-teaching staff of the college, students and parents, alumni members, a perspective plan was prepared. Then, it was divided into year-wise strategic plans.

One of the strategic plans that is effectively implemented in the college is the teaching and learning process. Academic calendar and class routine were prepared by IQAC along with all the Heads of Departments at the beginning of each academic year. The routine is announced by the principal and handed over to each department. The Heads of Departments prepare their departmental routine and distribute the syllabus to the faculty members of the respective department. Faculty members take extra class, tutorial class in order to complete the syllabus in time. All the Heads of the departments monitored the teaching-learning process of their respective departments. Special attention is given to slow learners. Each department conduct at least 4(four) unit tests per paper. The advance / slow learners of a paper taught in a semester has been sorted out from the results of the unit test examinations so far done for 1/2 portion of the syllabus. However, since all the Honours students get plenty of time for learning from the teachers, they are not sorted out into advance and slow learners.

At departmental level, teachers allow advance learner to photocopy the higher level text books owned by them for broader learning and teach face to face to get known the difficult parts. IQAC gives the link of e-learning of several universities, institutes and UGC.

Regarding slow learners, departments submit their list too to IQAC which in turn submits it to the Remedial Coaching Centre. Using teaching methods such as selection of problems, slowed explanation and virtual classes this centre tries to fulfil its purpose maximally. The centre conducts class during extra class hours with the teachers of this institution only. However, during a semester period, remedial coaching is run for about a month.

College has a library from where students can borrow the reference books. Some departments have their departmental library. INFLIBNET facilities are also provided to the students of this college. ICT enabled classes are also taken by the departments. Some departments arrange study tours, field visits etc. to enhance the experimental learning. College has a mentor-mentee system which is very much helpful in the proper guidance of students. To expand and improve the knowledge of the students, most of the departments conduct departmental seminars, group discussion from their subject itself.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Y.K. College is a full-fledged government degree college governed by the government of Manipur under its directorate of University and Higher Education Department. Administration of the college and functions of its various bodies are in conformity with the guidelines enshrined in the relevant acts and orders of the governments of India and Manipur.

The Principal as the head of the institution guides the college in academic environment, admission and administrative matters. In the college, the principal is the apex authority. The IQAC helps the principal in the overall administration which involves the planning of academic calendar and its implementation. The principal maintains the administrative and academic environment of the college along with 18 different committees given below:

1. Admission Committee
2. Examination Committee
3. Infrastructure Committee
4. Building Construction Committee
5. Equipment Purchase Committee
6. Seminar Committee
7. Anti- Raging Cell
8. Games and Sports Advisory Committee
9. Core Committee on Online Class
10. Women Complaint Cell
11. Library Committee
12. Internal Quality Assurance Cell (IQAC)
13. Research Committee
14. EBSB Committee
15. Students Grievance Redressal Cell
16. Remedial Coaching Centre
17. Environment Club
18. Website Policy Drafting Committee

Appointment of Principal and Assistant Professor is done by Government of Manipur through Manipur Public Service Commission (MPSC) as per guidelines of University Grants Commission (UGC). Appointment of non-teaching staffs is conducted by Government of Manipur.

Career Advancement Scheme (CAS) on promotion of the regular teachers is done by the Directorate of University and Higher Education, Government of Manipur as per the UGC norms. Promotion of non-teaching staffs is conducted as per the policies of Manipur Government.

Service rules and office procedures followed by the college are also those formulated by the government of India and Manipur.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college also regards the welfare of the members of the teaching and non-teaching staff members as paramount importance. In this, it will be conducive to bring some solace to the concerned members. These are as cited below:

1. **College material help fund:** The staff members of this college have thought to help themselves in emergency cases, if any such cases arise in the course of time. Therefore, the members have formed an association with the main aim to provide help to the members as and when the need arises. For the fulfilment of this aim each and every member of the staff, both teaching and non-teaching alike

make a contribution of Rs.100/= (One hundred) only every month. The management of the fund is looked after by the executive committee of the staff members association through the secretary and treasurer. The fund thus collected has proved to be of immense usefulness in times of emergency such as social requirements of financial nature which may arise from time to time.

2. **Wet canteen:** The College has made provision to establish a wet canteen in its premises. Though it is not run in a big scale, necessary requirements are well provided by this small enterprise. As it is in everybody's view the college is able to look after the items the place sell. Thereby no unwanted items are allowed to be sold either to the students or to the staff.
3. **Outdoor programmes:** The need to visit places is felt as and when the time permits. It enhances the chances of better understanding of the environment and social connectivity. The college through its management arranges outing at least once a year to various places of the state. This is besides college study tours funded by the Directorate of Higher Education, Govt. of Manipur and the college itself.
4. **Tea-makers in departments:** The separate departmental offices of the college have been provided with clean drinking water facilities. The thirsty does not have to go far water particularly in the summer season. Moreover, many of the department office which have attached class rooms are provided with tea makers so that the staff and any guest could enjoy the seasonal cup of tea without losing time.
5. **The college gym:** The Y.K. college gym is a blessing to most of the staff members as well as students who are willing enough to sweat off in exercises which they can conduct through the equipment's in this gym. This gym is centrally located for general convenience. Besides, the gym the college has taken up action to build a swimming pool facility with which everyone may take benefit of swimming exercise.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 9.12

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	1	1	4

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	1	1	1

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 17.87

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

2019-20	2018-19	2017-18	2016-17	2015-16
21	9	3	0	0

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The Performance Appraisal System is an important method for evaluating the performance of an employee. The performance appraisal system for teaching staff is conducted by Department of University and Higher Education, Government of Manipur under the guidelines of UGC. The teachers maintain documents of teaching, examination, college work, research and project work, orientation, refresher/workshop/conference participated to calculate Academic Performance Indicator (API). Every teacher has to fill in the performance appraisal form for career advancement. The self appraisal is assessed by the Head of the department and Principal of the college and is then sent to the Director of University and Higher Education, Government of Manipur. Based on the teacher's self assessment, API scores are calculated for (a) teaching related activities, (b) participation in examination and evaluation (c) professional development, co-curricular & extension activities (d) research and academic contributions. The minimum API scores required by teachers is different for different level of promotion. The API score shall be finalised by the Screening cum Evaluation / Selection Committee. On the basis of the API scored by teachers, career advancement or promotion is given to them. Now UGC regulation 2018 is being applied by the government for placement of teachers into higher grades/posts.

Non-teaching staff is not required to fill in the performance appraisal system as their promotion is based on a seniority basis which is conducted by Department of University and Higher Education, Government of Manipur.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit:

Internal audit is done annually by an approved personal selected by the principal of the college. The work of internal audit includes all financial transactions, purchases and procurement. They verify all the

financial transactions, purchases and procurement with the supporting documents. They examine all the financial statements. Based on the audit, they issue an audit report to the college. Internal audit also provides management with the tools necessary to attain operational efficiency by identifying problems and correcting lapses before they are produced in an external audit.

External Audit:

The college being a full-fledged government institute, it cannot conduct any external audit. So external audit is done by A.G. Manipur and a local CA firm (Chongtham Sanjoy Singh & Co.). The college maintains its cash book and stock registers as per guidelines followed in government offices. A.G. Manipur conducts auditing in financial matters viz, non-government account, grants from UGC for infrastructure development and projects, grants from RUSA for infrastructure development and vocational education, grants from DBT for projects, and also on Library infrastructure, filing processes and existing stocks etc. as well. They verify all financial transactions with supporting documents and approval of proper authority for each financial transaction. The audit objection is faced by clarifying again to the relevant officer of AG Manipur. The principal of the college may seek the CA firm for auditing as and when required. The auditors will visit the college and audited in accordance with the auditing system accepted in India. The audit work includes all financial transactions, purchases and procurement. They verify all the financial transactions, purchases and procurement with the supporting documents. They examine all the financial statements. Based on the audit, they issue an audit report to the college.

Moreover, college accounts (non-government account, UGC account, RUSA account and Sports account) are kept ready for auditing both internally and externally whenever intimated. The written or verbal suggestions from the internal and external audits are highly appreciated and regarded as advice inevitable for all round development of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The enhancement of sports infrastructure of the college at least up to state level is a policy to get cash input accountable enough for maintenance as well as enhancement of sports infrastructure.

The college paved the way for constitution of Alumni Association which would render substantial financial support in years to come. The college had taken up timely steps to get grants from UGC (construction and research project), RUSA(construction, repairing and renovation, purchase of equipment, vocational course), DBT (Research project) and Directorate of University and Higher Education, Govt. of Manipur(Construction, repairing and renovation and study tour etc.). Overall interest credit of saving bank account is also a means of fund raising.

The Principal monitors about the proper utilisation of funds from these resources in collaboration with Building construction and Infrastructure committees and Purchase Committee. The funds which are allocated for the purchase of equipments, chemicals, furniture, books are utilized by consulting with the Purchase committee. The Purchase committee follows all the formalities for the utilisation of fund. Quotations are sought and a supply order is given to the vendor for the purchase of any material. If the purchase of material is below rupees one lakh, the purchase can be done without calling any tender. Payment to the vendor is made online through PFMS. Projects so far undergone from the above funds have been timely as well as perfectly accomplished. So such infrastructures are very promising for sustainable earning of the institution in very near future.

Moreover, the institution raised fund from well-wishers in relation to enhance both sports infrastructures and activities and repairing and renovation of Boys 'Toilet. The institution accepts financial assistance from Manipur University rendered to help meet a part of expenditure incurred in hosting MU Inter College Football Tournament (Male), 2019.

So, all round infrastructures as a higher institution of both undergraduate Arts and Science is enhancing properly.

The college has also recieved fund amount of Rs.32,700/- as examination centre fee from Manipur University for appearing end semester examination, 2020(Sept.) by students resided in nearby areas but studied in other farther colleges under a special arrangement during Covid pandemic.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

Internal Quality Assurance Cell (IQAC) was established in Y. K. College to improve and maintain quality education. IQAC has contributed significantly towards the institutionalization of quality enhancement. To achieve this, the cell monitors the level of learning attained by the students from curricular and extracurricular sources and advises the concerned authorities to take up appropriate measures required. Strategies and processes to be implemented for quality assurance are periodically discussed in the IQAC meeting.

The members of IQAC are being regarded as think tank of the college and they tried to implement and introduced several curricular and extracurricular activities during the assessment period with an aim to enhance the quality. One of the major activities of IQAC is the introduction of Remedial Coaching Centre especially for the slow learner students of the college. IQAC emphasizes extra classes if the performances of students in the unit test examinations are not satisfactory as expected. The main purpose of implementation of Remedial coaching is to boost up the learning capability of slow learners up to their level best. A committee known as Remedial Coaching Centre conducts the coaching under the supervision of IQAC and financial support from Alumni Association. The class time being in morning (6-8am) for two periods each being of 1 hr, a student can get the chance of joining both classes if not coincided.

IQAC introduced a short term Course on Computer Operation for duration of 50 hours to impart the basic computer knowledge to the students of economically low families. IQAC manages this course without fee from the students. The intake capacity of a batch is 20 and times of course to be adopted during an academic year is 2, one batch being run along with each semester course during extra class hours. The first batch has been commenced along with even semester course of the academic year 2019-20.

IQAC also introduces a Short Term Course on Mushroom Cultivation for duration of 30 hours to provide knowledge of Mushroom Cultivation to the students. The intake capacity is 10 per batch and number of batches per year is 2. IQAC manages this course also without fee from the students.

IQAC collects feedback from the teachers, students and alumni on a questionnaire which queries on teachers, library, infrastructure, teaching – learning and evaluation provided by the college. IQAC analyses the collected feedbacks and tried to improve the teaching – learning and evaluation processes, research activities of teachers, infrastructure and library in the institute.

Thus IQAC has always been trying to maintain and enhance the quality of the institution in academics and administration.

File Description	Document
Upload any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

In a semester period, more than more than 90 working days are hardly available for teaching. The IQAC monitors cautiously about the application of teaching as per schedule of teaching planned by teachers. When the scheduling of lessons has been disturbed by unavoidable circumstances such as general strike, stir by any agency and natural calamity etc. IQAC manages for compensatory classes to accomplish teaching as per lesson schedule.

IQAC advises the students to habituate to extra class learning from sources such as Libraries including Manipur University Library, Central Library (Manipur Government) and the College Library and internet etc. to supplement class learning.

IQAC also helps manage about the availability of questions of Manipur University and other universities in each of the departments to enhance accuracy of examination oriented learning.

Review of structures and methodologies:

Well-structured teaching is very important for making known what is taught to the students. When majority of the students get hard to understand a lesson taught even after the extra class, IQAC suggests to the related teacher to review the structures of the lecture. It can be necessarily update by means of ICT tools. Teachers skilled in computer operation can adopt this method of teaching to instil learning increasingly. But IQAC readily helps the teachers who are less handy in the computer operation.

Moreover, with the efforts primarily from IQAC, the college has installed equipment for audio-visual learning. So it will not be an exaggeration to report that the college has certain means of reviewing the structure and methodology of teaching.

Learning

As the lecture may not be enough to instil learning to the students appropriately, IQAC suggests the teachers to adopt other methods of learning in addition when required. The IQAC manages for supplementing learning by audio-visual method which can refresh the students from tiredness of listening to long consecutive lectures. Regarding the subjects having practical, IQAC intimates the teachers to hold practical classes until all students can do the experiments themselves. Despite rendering instruction to plan the lecture along with demonstration, IQAC has introduced a program of departmental seminar at the end of teaching of each paper irrespective of theory and practical. Moreover IQAC organized student induction program at the commencement of each academic session IQAC took initiative for the opening of Botany, Chemistry, Mathematics and Physics Honours from the academic year 2019-20. College installed leased line and solar panel as consequences of intimations taken by IQAC.

IQAC always works in co-operation with Principal's office by sparing maximum efforts. Thus IQAC imparts magnificent role in sustenance and enhancement of academic activity of the college.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The institution shows gender sensitivity in providing facilities among the students of our institute. Our institution has separate toilet facilities for both male and female students. Keeping in mind for the safety and security of female students, toilets are kept at different corners of the college buildings.

Whenever the institution has organized an excursion whether internal or external or any kind of study tour, lady teachers are appointed for escorting the girls so that safety and security of the female students remain intact.

Even though our institute is a co-educational institute our authority has never allowed to sit the male and female student together in a single bench during the class. Even during the time of college election, separate boots were kept for male and female voters for voting.

Nowadays counselling is becoming an unavoidable or inseparable event of one's life. It is true that there is no professional counsellor in our institute but the teachers are always ready to help the needy female students with open heart particularly by those of Women complaint cell. If necessary the members of this cell are ready to call the parent of the victim to discuss the matter and solve the problem faced by the student as soon as possible for coming out result towards this action in the positive direction. The members of this cell will handle the case or the situation with care and cautiously since the things are delicate; so by showing love and affection to such person and will make them understand that they are very important and their existence in this world is very much required. The Woman Complaint Cell always remains ready to face any crime if happened in the campus and anywhere among the women folk of the college by deferring to Manipur Woman Commission readily.

Our institute has a separate common room for the women group where the women gather, hold meeting and discuss women related problems separately.

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

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Waste management is the controlled generation, storage, collection, transport, processing and disposal of waste considering public health, conservation, economics and environmental conditions. A waste management program in a college will benefit not only the campus environment but also the students and staffs of the college. It is not an exaggeration that most of the students and teachers and non-teaching staffs have the habit of throwing wastes into dustbins.

But, in order to create zero waste campus of the college a simple and eco-friendly waste management steps have been taken up by Environment Club of Y.K. College.

In view of above mentioned ideology, the Environment Club of Y.K. College has initiated program on waste categorization in the campus as solid, liquid as well as E-wastes in the college campus. In short, the wastes have been divided into biodegradable and non-biodegradable. The waste disposal bins made of plastic (issued by Go Clean) were installed in the campus separately for biodegradable and non-biodegradable wastes. The biodegradable waste including mostly papers, litters such as dried leaves or plant clippings, kitchen wastes from college canteen were used for composting.

The biodegradable wastes were piled up in dustbins. The non-biodegradable wastes such as certain amount of glasses including from science laboratories, plastic wastes such as mineral bottles, plastic cups, empty package foods, stationary wastes which are of plastic made products like discarded pens, ink bottles plastics file covers etc. were put into separate dustbins and all these waste materials were disposed by Go clean. Before collaboration with Go Clean for the disposal of wastes, the college took the help of Wangjing Municipality for disposing wastes.

Next, the liquid wastes were disposed of through draining but the sanitary wastes from toilets were disposed of into the sanitary tank with proper water facility. The liquid wastes from college canteen and laboratories were drained off through proper drainage inside the campus.

If found wastes scattered in the campus here and there, the volunteers of college NSS units I and II and non-teaching staffs often collected the solid wastes into dustbins.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Other than major community, 33 recognized tribes belonging to Naga and Kuki communities inhabit in different parts of Manipur. Though they speak different dialects, they are religiously same being all Christians though religiously major community Meitei falls into Hinduism and Sanamahi, while Meitei Pangal is entirely Islamic they speak same language i.e. Meiteilon. Thus Manipur is Mini India where policy of reservation in admission as well as employment is exclusively implemented.

The institution does not support religious disparity as the staffs and students belong to all these religiously distinguished communities. Although the college is dominated by Meitei community which has rich culture famous worldwide, the cultural programmes so far held in the college never miss tribal dances.

The gathering of each of the cultural programme watches without disgrace with big applause to the cultural programmes performed by smaller communities.

Mr. Md. Alimuddin Shah served well as Laboratory Attendant without facing any religious based problem during his entire period of service superannuated on 29.02.2020.

Among the faculties of the institution, Dr. Md. Abdul Sattar Shah, Associate Professor of Zoology Department is well known for his integrity service and all-round participation for the welfare and forward progressing of the college. He serves as coordinator of Biotech. Hub; nodal officer of infrastructure committee, RUSA; Secretary, building construction committee, UGC; and convenor of Examination committee. He serves harmoniously with other teachers and non-teaching staffs for execution of these extra-curricular activities and nobody has raised complaint against his performance. Dr. Md. Abdul Kadir, Asstt. Prof., Political Science Department, a young teacher who joined on April, 2018 is very dynamic and serves freely without facing any unlike treatment.

Mrs Hoipi Haokip, Asstt. Prof. of History Department of Kuki Community is also a very prominent lady teacher of this institution. She is serving as members of different committees and usually gives suggestive and conclusive views during deliberations. Moreover, she is an active research worker and even brings laurel for the college by getting acknowledgement for best research paper presentation in World History Conference-2019 held in Amity University, Uttar Pradesh. She is ever free from any sort of problem in this institution.

Mr. V. S. Soreimi, Asstt. Prof. of Geography Department, is also a young teacher from Naga community who joined recently in April, 2018. Indeed, he is a very calm and experienced teacher who wins affection from all. Moreover, students from smaller communities also enjoy the free environment in the college. There is exchange of peace message, joyous and wishing among the people of different communities on their days of religious festivals.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Faculty strength of Political Science Department was four until the untimely demise of Ch. Sukhupur Singh, Assoc. Prof. and Head. Afterwards, H. Kumar Singh, Assoc. Prof. is serving as Head with faculty strength of three along with Ksh. Sanahanbi Devi, Asstt. Prof. and Dr. Md. Abdul Kadir, Asstt. Prof. After joining to this college by E. Budhichandra Singh as Asstt. Professor, the number of teachers of the department again became four.

Although every staff and student of this institution needs to aware at least ABC of Indian constitution,

except the students of political science all others might be ignorant of this. Of course, late Ch. Sukhapur Singh was well known for his professional ethics and enthusiasm in teaching of his students at any time. Moreover he was always ready to explain when any teacher and student raised to know about fundamental rights and acts etc. of Indian constitution, if he could.

The college organized four special NSS camps participated by several volunteers during the last 5 years. Routinely during NSS camp, volunteers did cleansing of the campus and surrounding areas in morning and after lunch they gathered in a hall to listen valuable talks on various topics delivered by invited experts. One expert delivered talk on 'Right to constitutional remedies' followed by interesting interaction in the former camp. In the latter camp talk on 'Constitutional guarantees given to Indian women' was delivered by an expert and its interaction was very much impressive and interesting too.

On 26th November, 2019, H. Kumar Singh, Assoc. Prof. & Head, Department of Political Science read out preamble of Indian constitution in steps for repetition by all teachers and students participated. It is also an evidence of action taken up by this institution for understanding to Indian constitution mainly by non-Political Science students of this college.

In furtherance, on 23rd December, 2019, a seminar on Indian Constitution was organized in this institution by Seminar Committee. Presenters were: Dr. N. Somorendro Singh, Associate Prof. Political Science Department and NAAC Coordinator, Manipur College and teachers of Political Science department of this institution, viz 1. H. Kumar Singh, Assoc. Prof. & Head, 2. Ksh. Sanahanbi Devi and 3. Dr. Md. Abdul Kadir. About 60 delegates were participated in this seminar. Appreciable interaction took place among presenters and delegates.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**Response:**

The institution observes national and international days listed below in the Mini Conference Hall without affecting normal classes done according to lesson plan of each subject. Environmental Club of the college organized observations of World Ozone Day, World Environment Day and World Food Day while the college office had organized the others.

Observation of World Ozone Day has significance in making known the gathering about means of reduction of release ozone degrading agents into the air. On the other hand, observation of World Environment Day is the symbol of complying the responsibility of this institution in development of environment. The objective of observation of World Food Day is dissemination of understanding about food crisis, nutritious foods, optimum nutrition and food processing and preservation etc. Thus observation of each national and international day has its own significance. Annual commemoration for death anniversary of Mahatma Gandhi repeatedly reminds his sacrificing spirit for sake of motherland. Like observation about Martyrs Day is eventual about reminding all who sacrificed courageously for motherland. Such remembrance induces sense of patriotism to everyone who gathered.

The college continually observes Gandhi Jayanti, Martyr's Day, NSS Day and Patriots Day. In addition, the college observed at times World Ozone Day (2018), World Food Day (2018&2019), National Sports Day (2019), National Science Day (2020), and Teachers Day (2018 & 2019) during the last five years. The staffs and students of the college watched together Pariksha Pe Charcha Programmes (2019 & 2020) organized by Government of India.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.****Response:**

(A) Title of the Practice: **Monetary Assistance for Boosting up Curricular and Extra Curricular Activities**

Objectives of the Practice

A good number of students might belong to poor families since majority of the students of the institution are from rural areas. On another aspect, it can be also assumed that sports loving students of the college are several. At another area it can be stated that career of the teacher is also to be enhanced by participating in conference, seminar and workshops etc.

To help in progression of their curricular and extra-curricular activities, the institution had introduced this practice from the academic year 2016-17.

The Context

It can be opined that there might be students who cannot pursue higher education due to poor economic condition of the family. Such case might be more frequent in rural areas where income earning facilities are sparse.

In education curricular and co- curricular activities are inseparable, Such scenario is very conspicuous in case of Manipur which is known sports power house of India in addition to her world wide known rich cultural heritage,

Regarding teachers it can be mentioned that teachers are to be encouraged by rendering financial support in order to help in promotion their career by participating in seminar, conference and workshop etc.

The institution has to take up measures in enhancing both curricular and extra-curricular activities.

The Practice

The schemes included in this practice are as below

1. **Free Ship for Students of BPL Family:** Exemption of either admission / examination fee of students belonging to BPL family.
2. **Financial Assistance to the Students of Poor Family:** Monetary assistance to the ailed student and his/her relative belonged to poor family.
3. **Financial assistance to ailed teachers:** Monetary help to teacher ailed during duty dedication.
4. **Financial Assistance to Students Talented in Extra Curricular Activities:** For sports, culture etc.
5. **Financial Help to Teachers Participated in FDPs.** Mainly for participation in seminar, conference and workshop.

The Evidence of Success

The success of the practice can be predicted with the availability of beneficiaries of different schemes adopted.

(I) Free Ship for Students of BPL Family

- a. Number of students exempted for Examination fee in the year 2017-18: 26

Total amount exempted: Rs 33,500/-

b. Number of students exempted for Admission Fee in the academic year 2018-19: 30

Total amount exempted: Rs 1,10,750/-

c. Number of students exempted for Admission Fee in the academic year 2019-20: 18

Total amount exempted: Rs 66,450/-

(II) Financial Assistance to Students of Poor Family

a. Moirangthem Sanathoi Devi, B.A. 3rd semester in the year 2019-20 (for medical treatment of her ailed sister as they belong to poor family as noted from TOM TV).

Donated amount: Rs 15,000/- from college account, and Rs.37,500/- from the staffs of the college

b. N. Robinson Singh, B.A. 5th semester in the academic year 2020-21

Donated amount: Rs 15000/- from college account

(III) Financial Assistance to Students Talented in Extra Curricular Activities

a. Thoithoiba Singh for participation in Inter University Football tournament by representing M.U, 2018-19 : Rs 5000/-

b. Monetary help to Soibam Arjun Singh, Th. Thoithoiba Singh and M. Malemnganba Singh for participating in Inter University Football Tournament by representing M.U. 2019-20 : Rs.15,000/-

c. Participation in Inter University Wrestling by Kongbrailatpam Dinabandhu Singh representing M.U, 2019-20 : Rs.5,000/-

d. Monetary help to Prameshwori Devi for participation in Inter University Archery by representing M.U. : Rs.5,000/-(2018-19) and Rs.5,000/-(2019-20)

e. For participation in Inter University Wu-Shu representing M.U. by A. Haridas Singh, 2020-21 : Rs.5,000/-

(IV) Financial Assistance to Teachers participated in FDPs (2015-16 to 2019-20)

1.Dr. H. Nilkant Singh	: Rs 6500/-
2.Hoipi Haokip	: Rs 19900/-
3.Dr. Chinamen Chanu	: Rs 4800/-
4.Dr. N. Anita Devi	: Rs 4000/-
5.Dr. Sushma, Ph	: Rs 5500/-
6.Dr, L. Anand Singh	: Rs 2700/-
7.Ng. Rupa Devi	: Rs 5000/-
8.Th. Ritendra Singh	: Rs 3000/-
9.Dr. H. Debala Devi	: Rs 1000/-
10.Dr. Md. Abdul Sattar Shah	: Rs 4800/-

11.Dr. E.Maniton Singh

: Rs 1500/-

Problems encountered and resources required

Limited income of the institution is a barrier in rendering more financial help to students and teachers. The institution requires to set up strategies for generation of substantial income.

(B) Title of the practice: **Functionary Units for sustainable future of higher education**

Objectives of the practice

To execute various tasks of the college in division by various bodies, to set situation for involvement of all faculty members and top non-teaching staffs in decision making to get enhanced both curricular and extra-curricular activities, to assist functionaries of ministerial staffs amidst paucity of their strength and to give room for students participation in extra-curricular activities such practice has been adopting by the authority since a long back.

The context

Faculty members and top ministerial staffs have been regarded as intellectuals deserved for participation in deliberation for producing right decision for sooner enhancement of overall activities of the college. Such potential can be utilized by constituting functionary committees. Moreover, all concerned are joyous of their parts and views for being adopted in all round advancement of the college and consequently tend to spare continuous efforts. A scenario of collective service and institutional integration can be seen from such practice.

Principal being the institutional head positioned as chairman of such committees as IQAC, UGC building construction committee, Infrastructure committee, RUSA etc, but for the rest of the committees viz, seminar committee and Games and sports advisory committee etc., his capacity is as ex officio chairman. Each committee has a coordinator/nodal officer/convenor and usually not less than seven members. Moreover, a staff has been constituted as member of different committees.

The practice

This institution lacks supporting staffs like vice principal, engineer, etc. to supplement administration exercised by the principal. Moreover, recently the institution is facing the problem of acute shortage of non teaching staffs against their sanction posts. It seems as if the government is insisting the implementation of such practice with the help of big hand mainly from teaching staffs. Thus immense importance of such practice still prevails.

Principal constitutes different required committees and the he assort and allots the types of activities to be carried out by each committee. Moreover, he can dissolve, reconstitute a committee as and when required although the tenure of a committee is three years. Even meetings have been always hold without affecting normal class. The coordinators/nodal officer/ conveners usually produce most of the agenda while

suggestion from principal and members too is being taken into consideration. The principal often emphasizes the importance of the role of all committees in enhancing the infrastructures, curricular and extra curricular activities for necessary upliftment of the status of this institution.

But authority optimistically calls general body meeting of the teachers for bringing solution about common issues and crucial problem. The decision taken is directive of the further action to be taken up by all concerned.

Although committee members are not elected, it can be opined from the circumstances of being able to express their views and comments for consideration by commissioning committees that democratic like administration has been practiced in this institution over years.

Evidence of success

Truly mentioning without committees the appreciable execution of extra curricular activities of the institution might have been impossible. At the pride of the college, Games and Sports Advisory Committee in 2019 could organize inter college football tournament, namely 'A. Pratap Singh Memorial Manipur University Inter College Football(M) Tournament, the biggest one in the history of Manipur University being played by 34 teams. Moreover, this committee finds out ways for purification of Wangjing river water for filling into the swimming pool of the college. Nevertheless, seminar committee could organize seminars either independently or in collaboration along with accomplishment of service for reimbursement of registration fees of seminars and conferences participated by teachers.

IQAC encourages undergoing of research in any institution by the teachers of this college and advises to all concerned to work to exhibit its research temperament. IQAC monitors the teaching and conduction of examinations as well as supervises for timely completion of teaching. So the credit for fairly high pass out percentage of students (metric 2.6.3) goes to IQAC. For paucity of space contributory performances of other committees have not been mentioned herein.

Altogether 18 committees of the college viz, 1. Environment Awareness Cell, 2. Examination Committee, 3. Games and Sports Advisory Committee, 4. Students Grievance Redressal Cell, 5. Seminar Committee, 6. Remedial Coaching Centre, 7. Infrastructure Committee, 8. Building Construction Committee, 9. Equipment Purchase Committee, 10. Core Committee of Online class, 11. Women Complaint Cell, 12. Admission Committee/ Admission and Career Counselling Cell, 13. Library Committee, 14. IQAC, 15. EBSB Committee, 16. Anti-ragging cell, 17. Research committee and 18. Web Policy Drafting Committee - contribute a lot for all round development of the institution.

Problems encountered and resources required

There is disparity among the teachers in complying to the extent of performance of dedicated services. A few of the teachers treat it to be cause of exploiting their teaching career and claim as reason of escaping from teaching due to overloading. Some of the committee members need recalling for execution of extra curricular activities. Moreover, a separate room can not be accommodated for each of the committees except for IQAC.

It is like to suggest that exemplary outstanding performances of committees of other institutions are required to avail to boost up activities under this practice.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Priority of the institution focuses to delivering higher education irrespective of the sex, age, caste, religion and creed for south eastern part of Thoubal District in particular and Manipur in general.

The thrust area of the institution focuses to execute priority with introduction of main undergraduate courses e.g. pass course, core and Honours etc. In the present decade vocationalization with best courses has become an important part of the thrust area.

The institution was established in 1972 as a private intermediate college in the memory of Yangambam Kumar Singh by likeminded citizens of Wangjing area enthusiastic of expanding infrastructure of higher education in Manipur. The institution got affiliation from Gauhati University as a degree college in 1976. In 1980 it became a full-fledged government college with 47 and 32 sanctions posts for teaching and ministerial staffs respectively. Although in 1980, it became one of the 24 colleges of Manipur deemed to have been affiliated to Manipur University along with commencement of Manipur University act, it got permanent affiliation from this university in 1987. In addition, in 1980 it became a full-fledged government college.

Most of the colleges of Manipur commence undergraduate courses with main subjects such as Economics, Education, English, Geography, History, Manipuri, Mathematics, Political Science in Arts and Botany, Chemistry, Mathematics, Physics and Zoology in Science. Y.K. College too commenced the undergraduate courses with Honours in respect of Arts subjects except Mathematics. Among the Science subjects Zoology in the first instance had opened Honours course since a long back.

In June 2019, it became the college which opens the Honours courses for all elective subjects it offered. The record of pass out percentage of students during the last five years is evidential about the fulfilment of priority as well as thrust to a great extent.

Since 1976, the institution has been playing main role in increasing the number of graduated youths in nearby areas.

In the present context, it is generally agreed that introduction of vocational courses has increased employability of graduated students. In 2017-18, the college became one of the beneficiary colleges of Manipur to have vocational course which is Automotive funded by RUSA grant. Amazingly seven students of the first batch had got placement in Maruti Servicing centres of Manipur after passing competitive examination of Maruti Udyog Limited held in Dimapur, Nagaland. The academic session of second batch Automotive vocational course has been also completed and four among them have got job placements. To

exhibit the expertise of the students, a two day camp of free engine service was organized on 7-8 May 2019 which got record for influx of about 50 four wheelers of different brands. Consequently, the college authority had initiated process for opening of some best B.Voc. courses in phases and consequently got approval for opening of Horticulture, Fashion and Designing, IT & ITes and Food Processing Technology.

Compelled from space paucity, the college has compacted construction over land area of about 3 acres leaving no surface for horizontal expansion. As it has experienced hard to acquire land in the adjoining area, the college authority, staffs, Alumni Association, stakeholders altogether eye to the establishment of 2nd environment friendly campus spacious enough for required constructions even for opening of PG courses. At present teaching of all courses is undergoing in compactly constructed buildings.

During the last five years, the college had executed ever increasing activities in games and sports by enhancing infrastructures, participation in inter-college games and sports (Manipur University) as well as inter-university games and sports representing Manipur University and organizing "A. Pratap Singh Memorial Manipur University Inter-college Football(M) Tournament, 2019" during 24th August to 6th September, 2019 in the District Sports Stadium, Thoubal as host. The college thus imparted in the production of national level players of this state.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

It will be an important event which comes at a historic time when the college is entering into the year of celebrating golden jubilee in 2022. In relation to this, the college had geared up all round development in the sphere of laboratories, IT, library and classroom infrastructures as well as performance in games and sports. The swimming pool of this college supplements the sports infrastructures of the Thoubal District available in District Sports Stadium, Thoubal, Manipur.

Really, it was not exaggeration that the college could manage well both financial and technical requirements as host for the organization of the so remarked the biggest 'A Pratap Singh Memorial Manipur University Inter College Football(M) Tournament' (24th August – 06th September, 2019) being participated by 34 teams which played 33 matches in all.

The college was one of the few colleges of Manipur visited on 10.10.2019 by Shredda Mazumdar deputed by Ministry of Human Resource Development, New Delhi for the inspection upon infrastructure development executed under RUSA grant and remarked satisfactory.

Interest and competence of teachers and students in academic affair had been proven by getting the 8th national rank for browsing in the NLIST in December 2020 for undergraduate colleges. It might be first in case of Manipur. The teaching learning process of the college during the first wave of Covid-19 pandemic was running smoothly through online platforms.

Concluding Remarks :

The college is entering a new phase by virtue of its dynamic, enthusiastic staff and proper leadership to move ahead. Its importance is well recognized and appreciated by the surrounding communities for its significant contribution to the local society. The college intends to provide its students an rich learning environment with diversified courses. The enthusiastic students from the rural community are inspring us to do more and more good work and update ourselves. The use of ICT has brought radically transformation in the teaching learning environment in the college too. Young and dynamic teachers are always ready to take up new methods of teaching. Various committees are constituted involving all faculties for smooth functioning of academic and physical activities of the college. There is a firm belief in the hearts of our teachers that the college shall contribute something in the social upliftment of the local society.

The HEI is striving hard for achieving excellence. The systematic and well planned efforts of the college in this regard are visible in the criterion-wise summary. Members of the college faculty feel very proud of our alumni for their placement in private and public sector. We are thankful to the society and NAAC for giving us the opportunity to improve ourselves and further develop the teaching learning environment in the college.

Y.K. College lays great emphasis on building a highly competitive environment conducive for academic excellence and extracurricular accomplishments. All academic and extension activities in the college are aimed at attaining the mission of nurturing self-reliant students with a strong sense of community responsibility. This balance in curricular and extracurricular engagements fosters a holistic development of students. Despite certain weaknesses and challenges, the college strives to offer ample opportunities to its rural-based students to stand

on their own feet. The staff and student community continue to work consistently towards realising its mission.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p> <p>1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected</p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: B. Feedback collected, analysed and action has been taken Remark : HEI input is edited as per given data.</p>																				
3.2.1	<p>Number of papers published per teacher in the Journals notified on UGC website during the last five years</p> <p>3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.</p> <p>Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>4</td><td>2</td><td>1</td><td>2</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>3</td><td>2</td><td>1</td><td>1</td><td>3</td></tr></table> <p>Remark : HEI input is edited as per given data.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	4	2	1	2	3	2019-20	2018-19	2017-18	2016-17	2015-16	3	2	1	1	3
2019-20	2018-19	2017-18	2016-17	2015-16																	
4	2	1	2	3																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
3	2	1	1	3																	
3.2.2	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>14</td><td>4</td><td>3</td><td>2</td><td>2</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16	14	4	3	2	2										
2019-20	2018-19	2017-18	2016-17	2015-16																	
14	4	3	2	2																	

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	3	2	2	1

Remark : HEI input is edited as per given data.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 6

Answer after DVV Verification: 4

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	20.0	99.30	35.0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
40	33.81986	127.7798	8.5	0

Remark : HEI input is edited as per given supporting data.

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4.56004	0.19720	0.49750	1.34601	1.03827

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.56004	0.19720	0.49750	1.34601	1.03827

	Remark : HEI input is edited as per given data.
5.1.5	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above</p>
6.5.3	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																								
1.1	Number of full time teachers year-wise during the last five years Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>35</td><td>37</td><td>40</td><td>31</td><td>31</td></tr></table> Answer After DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>36</td><td>38</td><td>41</td><td>31</td><td>31</td></tr></table>					2019-20	2018-19	2017-18	2016-17	2015-16	35	37	40	31	31	2019-20	2018-19	2017-18	2016-17	2015-16	36	38	41	31	31
2019-20	2018-19	2017-18	2016-17	2015-16																					
35	37	40	31	31																					
2019-20	2018-19	2017-18	2016-17	2015-16																					
36	38	41	31	31																					
2.2	Total Expenditure excluding salary year-wise during last five years (INR in Lakhs) Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>132.13</td><td>134.13</td><td>113.62</td><td>79.65</td><td>36.90</td></tr></table> Answer After DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>53.43101</td><td>109.5123</td><td>148.2092</td><td>45.8818</td><td>14.45398</td></tr></table>					2019-20	2018-19	2017-18	2016-17	2015-16	132.13	134.13	113.62	79.65	36.90	2019-20	2018-19	2017-18	2016-17	2015-16	53.43101	109.5123	148.2092	45.8818	14.45398
2019-20	2018-19	2017-18	2016-17	2015-16																					
132.13	134.13	113.62	79.65	36.90																					
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