YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Y. K. College
• Name of the Head of the institution	Dr. Soibam Giri Singh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03848222023
• Mobile No:	6033991977
• Registered e-mail	yk_college@rediffmail.com
• Alternate e-mail	helpdesk.ykc@gmail.com
• Address	Wangjing, P.O. Wangjing
• City/Town	Wangjing
• State/UT	Manipur
• Pin Code	795148
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Manipur University**
• Name of the IQAC Coordinator	**Dr. Laimujam Gopen Singh**
• Phone No.	**03848222034**
• Alternate phone No.	**03848222034**
• Mobile	**9856337224**
• IQAC e-mail address	**iqac.ykc@gmail.com**
• Alternate e-mail address	**Nil**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://ykcollege.ac.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://ykcollege.ac.in/wp-content/uploads/2022/12/AcademicCalendar2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.19**	**2022**	**05/04/2022**	**04/04/2027**

6.Date of Establishment of IQAC	**10/01/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
XXX	**XXX**	**XXX**	**XXX**	**XXX**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**4**	

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

• Introduction of MOODLE online Learning Management System and training of all faculty members on the use of the Learning Management System • Installation of five new Interactive Smart Boards in the college • Successful organization of an online Awareness Programme on Intellectual Property Rights on 24th May 2022 in collaboration with International Property Office, Kolkata • Introduction of mandatory online fee collection through SBI Collect • Student Satisfaction Survey (SSS) and Feedback conducted online • Introduction of B. Voc Programme in IT/I

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

Plan of Action	Achievements/Outcomes
Organization of Seminars and Workshops	Two day workshop on Application of MOODLE LMS for teachers on 18-19/07/2021. One day National seminar on Historical Aspects of Manipuri Language.
Promoting faculty members to undergo Refresher Courses, Orientation Programmes, FDPs etc.	The following faculty members participated in Refresher Courses/ Orientation Programmes/ FDPs: • Dr. V.S. Soreimi, Asst Prof., Geography, participated the Additional Refresher Course, Special Summer School (Online), 20th July to 2nd August 2021 organized by UGC, HRDC, Mizoram University • Dr. Th. Ritendra Singh, Asst. Prof., Chemistry participated Interdisciplinary Refresher Course (Online) during 17th to 30th August 2021 organized by HRDC, Mizoram University • Toperjeet Singh Seram, Asst. Prof., Botany participated Refresher Course in Life Sciences (Online) during 3rd to 16th December 2021 organized by UGC, HRDC, Manipur University • Dr. E. Maniton Singh, Asst. Prof, Botany Asst. Prof., Botany participated Refresher Course in Life Sciences (Online) during 3rd to 16th December 2021 organized by UGC, HRDC, Manipur University • Ng. Rupa Devi, Asst Prof., Education has participated in the Online Interdisciplinary Refresher Course form 6th to 20th December 2021 organized by Teaching Learning Centre, Tezpur University • Dr. Ningthoujam Shovarani, Asst. Prof., Environment Science participated National Level Online Faculty

	Development Programme during 24th to 30th January 2022 organized by Pachhunga University College (a constituent college of Mizoram University) • Dr. Md. Abdul Kadir, Asst Prof., Political Science participated Two week Interdisciplinary Refresher Course (online) on Research Methodology during 22nd March to 5th April 2022 organized by Teaching Learning Centre, Ramanujan College, University of Delhi • Dr. Th. Ritendra Singh, Asst Prof., Chemistry has participated One Week online Faculty Development Programme during 30th May to 4th June 2022 organized by SGT University, Delhi
Upgradation of ICT facilities	In an aim to upgrade the ICT facilities the IQAC initiated installation of five new Interactive Smart Boards in the college, one each in the Departments of Geography and Mathematics, one in the Mini Conference Hall, one in the New Conference Hall and another one in the general classroom.
Welfare for female students	The college provide free sanitary pads to female students by installing an automatic sanitary pad vending machine in the Women's Common Room. An incinerator for the used sanitary pads is also installed to safely dispose the used pads. A women's only mini gymnasium is also set up in the college.
Introduction of new programmes	B. Voc. Programme on Information Technology is introduced in the college from the academic

	session 2021-22.
Institutional Collaboration	A team of IQAC Kumbi College, Kumbi, Bishnupur District, Manipur comprising of the Principal, the IQAC Coordinator and other members of the IQAC visited the IQAC, Y.K. College, Wangjing and shared knowledge on various aspects on maintaining quality higher educational institutions.
Developing Online Teaching Learning	Teaching learning process in the college was greatly affected during the recent COVID19 pandemic. The need for an online teaching learning platform arises as a result of complete close down of educational institution. In view to manage online teaching learning the college developed a MOODLE online Learning Management System with support from the Directorate of Higher and Technical Education, Government of Manipur. The college also set up an Online Class Recording Studio with the financial assistance from the Government of Manipur. The studio has so far recorded three class lectures.
Short-Term Add-on Courses	Successfully conducted one batch of Short-Term Add-on Course on Computer Application. Also successfully completed one batch of Short-Term Add-on Course on Mushroom cultivation during the academic session.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	01/02/2022

15. Multidisciplinary / interdisciplinary

As per National Education Policy 2020, Y. K. College fully prepared to rollout the NEP 2020. The college formed an Institutional Development Plan (IDP) for the implementation of NEP 2020. IDP was formed in consultation with various departments of the college in order to achieve best results.

The College is preparing to include multidisciplinary subjects as per NEP 2020. The faculty members from different departments worked together and shared their knowledge and expertise in order to develop the all-round capacities of the students. Students are allowed to select elective papers from any discipline and a number of Value Addition Courses are also offered to the students. B. Voc. Programmes in Horticulture and Fashion Designing with intake capacity of 50 students each were introduced in Y. K. College from the academic session 2021-2022. The college is planning to Short Term Courses.

16. Academic bank of credits (ABC):

The Academic Bank of Credit is designed to give students greater flexibility in pursuing their academic goals. The college is awaiting to register under the ABC to permit its students to get benefit of multiple Entries and Exits and to enable credit transfer. The provisions of ABC would be implemented as per the directives of Manipur University. For the successful implementation of ABC, one Assistant Professor of the college has been appointed as a Nodal Officer of the ABC. Two Awareness Programmes of the students were conducted for signing up in the ABC portal.

17. Skill development:

NEP 2020 has initiatives and provisions that support vocational education. The B. Voc. Programmes offers in the college - Information Technology, Food Processing, Horticulture and Fashion Designing help in the skill development of the students. In addition

college offers Vocational Diploma course in Automotive. All the first year undergraduate students are offered with number of value Addition Courses and Ability Enhancement Courses for the skill development of the students. The college also celebrates various National and International days. One Seminar on NEP 2020 was conducted on 8th April 2021 and 3 Resource Persons presented their papers.

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

Faculty members of the college are encouraged to provide the classroom delivery in bilingual mode (English and Manipuri) as students will understand better if taught in their mother tongue. During the first two semesters of the undergraduate program, students are allowed to study either English or Manipuri as per their choice.

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

Outcome Based Education (OBE) is an important part of NEP 2020. The college adopted Student-Centric teaching methods. During the student induction programme, the Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) are explained to students.

20.Distance education/online education:

Online Education has become a part of NEP 2020. The college is providing online platform like LMS Moodle to the students for online learning. Assignment, Assessments, Quizzes etc. are also conducted in online through Moodle. All the faculty members are trained in the use of LMS Moodle.

Extended Profile

1.Programme

1.1   **198**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **934**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **275**

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

File Description	Documents
Data Template	View File

2.3   **305**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **36**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **46**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**198**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**934**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**275**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**305**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**36**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**46**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**78.66**
4.3 Total number of computers on campus for academic purposes	**22**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College follows the curriculum designed and prescribed by the Manipur University. At the commencement of the academic year, the academic calendar is prepared which provides information about the working days. Curricular and co-curricular activities are planned to achieve the set outcomes. All academic calendars are aligned with the calendar provided by the University. All teachers prepare with lecture plan for entire theory and practical course. Academic review meetings are held frequently to discuss action plans to ensure effective academic atmosphere. Whatsapp groups of all the classes were formed by the respective departments to share all the important announcements, notices and the time tables, information with the students. Besides the use of correctional chalk and duster methods, various other teaching methods are used like: Powerpoint, Goodle Meet, Youtubes, audios, virtual smart boards and recording studio, etc. Different ICT and library resources are constantly upgraded. Remedial and Tutorial sessions are conducted to improve slow performances. Throughout the semester the students

are assessed by conducting their internal evaluations and final semester examination at the end. Periodically, academic reviews feedbacks and deptt. Staff along with HoDs and Principal conduct regular meeting to review the difficulties faced while teaching. Guest lecture or extension lectures are conducted to address the students by eminent personalities. By optimum utilization of available infrastructure, the entire curriculum delivery is well planned, effectively implemented and property maintained and kept ready for submission to the affiliated university.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The academic calendar is very useful document, which tries to reserve at least 90 working days for teaching-learning, unit tests and departmental seminars druing a semester period. The remaining working days during a semester period are for some schedule co-curricular events and some unscheduled ones. However, during the high time of COVID-19 spread, a workable academic calendar cannot be produced; e.g. Odd semester session of 2021-22 (session commenced from 15.11.2021 and semester end examinations commenced from 21.02.2022: about 50 working days available). An average of 4 unit tests have been conducted per theory paper per semester. Departmental seminar has been conducted soon after the coverage of syllabus of each paper.ICT-based internal evaluation was also carried out through Moodle, Google platforms. Under the initiation of IQAC, Remedial Coaching Center has been opened for slow learner. Induction Programs for newly admitted students and staff are also executed. Extra-curricular activities, sports cultural events, outstretch programs, Alumni meet also have reserved slots in the academic calendar. IQAC encourages the faculty members of the institute to adhere to the academic include achieving academic excellence.

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

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

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

1.2 - Academic Flexibility

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

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

15

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

2

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

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

5

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

50

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

1.3 - Curriculum Enrichment

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

The cross-cutting issues like professional ethics, Gender, human values, Environment and sustainability are the parts of all the courses. The institution stands for values and commitment to development of self and society. Students acquaint themselves with gender issues through the women Grievances cell of the college with special reference to sexual harassment. The college celebrate environmental days, plastic free environment, awareness on endangered species, NSS unit organized plantation programs. Practice of college song a model college code at the beginning of every function encourages professional ethics. Mass tree plantation program was organized as an outstretched program to various locations. Rainwater harvesting plant is well maintained. World environment day is also celebrated.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	*View File*

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

7

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

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

93

File Description	Documents
Any additional information	*View File*
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	*View File*

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ykcollege.ac.in/wp-content/uploads/2022/12/YKC-FEEDBACK-REPORT-2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

550

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

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

supernumerary seats)

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

108

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

2.2 - Catering to Student Diversity

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

In YK College, evaluation of the learning levels of the academic performance of the students is carried out by monitoring the progress of the students by the subject teachers and faculty mentors through observation of students in the class room and laboratories as well as through student mentoring process.

To assess the learning abilities of the students, intensive assessment in the form of four unit tests for all subjects are carried out by the subject teachers in a semester. The category for identifying advanced learner is 60% and above while that of slow learner is below 60%. Taking into account the average outcomes of the student's performances during these tests, the teachers then identify advanced and slow learners. The prepared list of students performances are then submitted to the IQAC, which then forwards it to the remedial coaching centre for improving the performance of the slow learners and to prepare them for the final semester examinations.

The remedial coaching centre then prepared a remedial programme schedule to conduct special classes, tutorial classes and extra classes are also taken advantage by teachers for assisting slow learners. Bilingual explanation and discussions are imparted to the slow learners.

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

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

Number of Students	Number of Teachers
934	36

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

In YK College, teaching –learning methods include:

Participative learning:

ICT method: ICT methods of online classes were introduced during the on-going Covid -19 pandemic through Google Meet, BBB, Google class etc. The MOODLE –LMS platform was implemented to interpret, explain and revise the content of a lesson for better understanding of the subjects by the learners. Online Interactive methods are employed in group discussions; online quiz, upload study materials, PPT, and web links are shared to promote self –learning.

Experiential Learning:

Laboratory practical classes: Most of the course subjects such as Botany, Chemistry, Zoology, and Physics have regular laboratory components as part of the course requirements.

Study tours and practical works: The College organizes annual field study tours for the students of Botany, and Geography; these field trips are embedded in their curriculum. During the academic year 2021-2022 due to the global pandemic of COVID-19, study tours were halted for Zoology department, practical works were carried out for Education department.

Short term Computer course: To encourage and empower student a short-term computer course for a 30 hours duration was organized to enhance student learning process.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://ykc.onlineuhe3.in/course/index.php

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

In YK College, facilities are provided to enable teachers to useICT-enabled tools. The following are ICT tools utilise:

ICT Tools used by faculty:

Projectors, Desktops and Laptops for PPTS, Mini-conference hall equipped with digital facilities for seminars and conferences, smart board classrooms, Online classes through Zoom, Google Meet, BBB, Google classroom, use of digital recording room for video recording of subject lessons for long time learning and references, Digital Library resources, provisions of Wi-Fi for faculties and students.

MOODLE-Learning Management system:

In accordance with the guidelines issued by the Directorate of Technical & Higher Education, Manipur, the college implemented the MOODLE - Learning Management system to facilitate online education on June 2021. The college uses the Moodle-Learning Management system successfully; the Education Technology Cell comprising 15 multidisciplinary members was formed with the principal as the chairman to implement, review and formulates policies for online education.

Through the MOODLE-LMS, teachers upload Study materials, PPTs, conduct Forums, online attendance, quizzes, assignments, evaluations, web links; You Tube links, video recording lectures and online class web links.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://ykc.onlineuhe3.in/course/

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

2.3.3.1 - Number of mentors

29

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

2.4 - Teacher Profile and Quality

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

78

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

424

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

2.5 - Evaluation Process and Reforms

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

Internal assessment in YK College is carried out in a transparent manner and vigorous manners through unit test, home assignments and quiz. The college has an examination committee which held meetings periodically to discuss about evaluation, question patterns, and mode of assessment to be carried out during the academic year.

- **Students are informed in advance through circulars.**
- **Heads of departments and faculties are also informed about parameters for question nature and weightage.**
- **List of faculties assigned for question settings are submitted to the examination committee.**
- **During the AY 2021-2022 due to the pandemic internal assessment exams were conducted mainly through Moodle-LMS platform. From AY2022 onwards internal assessment was conducted in blended mode.**
- **Assessment marks are conveyed to students.**

File Description	Documents
Any additional information	[View File]
Link for additional information	**Nil**

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

YK College adopted a well organised mechanism for redressal of examination related issues; students can approachteachers, College Examination Convenor and principal. Internal examinations conducted in YK College is transparent, circulars and notice are issued to all departments mentioning the guidelines and rules issued by the affiliating university, which is displayed in the notice board well in advance. An examination committee is constituted to deal with the issues regarding question settings and evaluation process. Evaluated internal marks are disclosed to the students for any clarifications or grievances that need to be addressed by the teachers. The internal marks are again scrutinised by a group of selected teachers for further verification. Retest conducted for students who are absent if the case is genuine. Complaints regarding internal examination marks at the college or university level are resolved through the concern teachers and HODs, which is then informed to the examination Convenor for rectifying it in a time bound manner.

File Description	Documents
Any additional information	[View File]
Link for additional information	**Nil**

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.

YK College followed the curriculum prescribed by Manipur University and these Programme and Course outcomes of BA & BSc. are made available to the teachers and students.

- ○ **Hard copy of the programme and Course outcome are made available to each department in the college.**
- ○ **Soft copy of the Programme and Course outcome are uploaded on the college website of the college for teachers and**

students references.
- ○ **Teachers are communicated the importance of the learning outcomes at the start of the session**
- ○ **The Programme outcomes among the students are explained during the induction programme of the department.**
- ○ **Course outcomes are uploaded in Moodle-LMS and are also explained to the students by the respective course teachers.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://ykcollege.ac.in/learning-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

The institute evaluates the attainment of Programme outcome and course outcome through end Semester University examinations as per the examination notice issued by the Manipur University, through which the Programme and Course outcomes are measured. Internal Assessments of all the courses constituting 25% for theory and 5% for attendance are carried out to assess the student's performances. Practical examinations /external examinations in the form of assignments, viva-voce are carried out to assess the students' performances. Results analysis are carried out to analyse the attainment of the Programme and Course outcomes through the number of pass and fail students. Students and teachers Feedbacks are also collected through student satisfaction and teacher survey. To assess the programme and course outcomes an Action Taken report is collected among the teachers.

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

2.6.3 - Pass percentage of Students during the year

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

213

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

2.7 - Student Satisfaction Survey

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

https://ykcollege.ac.in/wp-content/uploads/2022/12/YKC-SSS-Report2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

2

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

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

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

14

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college had undertaken the extension activities in its neighbourhood in Khongjom for creating awareness of social issues propagating national campaign and comprehensive development. The college has created a number of platforms like NSS and YRC.

Some of the outreach program organised by the college includes, mass tree plantation, cleanliness drive, awareness on vocational courses available in college, health hazard of tobacco, alcohol and drug addiction, celebration of international women day, ozone day, earth day, Yoga day and the like.

These programs in turn help students to come closer in contact with the society and community at large. Awareness is created about various social problems facing the society and finding solution for them. This benefits the students in developing all-round personality. Such extension activity helps students in their holistic development, develop leadership qualities spirit of nationalism and cooperation. Yoga and Meditation programs develop qualities like unity brotherhood and sportsman ship for better health .The college vocational training centre has provided career guidance and placement to many passedout students. The college also provides funding for organizing NSS and other extension activities.

File Description	Documents
Paste link for additional information	https://ykcollege.ac.in/event/
Upload any additional information	View File

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

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

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

108

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Y. K. College has a fully Wifi enabled campus with one leased line broadband internet connection (BSNL – 8MBPS). The college has altogether 12 departments in Arts and Science. The college has well maintained 8 common classrooms and irrespective of size every department has a classroom for Honours students. The institution has five smart classrooms – 3 in common classrooms and one in each Geography and Mathematics departments.

Botany, Chemistry, Geography, Physics and Zoology departments have fully equipped laboratories with sufficient equipment manageable for practical classes.

The college has a Mini Conference Hall and a New Seminar Hall and both the halls are equipped with LCD Projectors and Interactive Smartboards. The college has a well-furnished Common Staff room with Wifi connectivity.

The college has a central computer laboratory with LCD Projector facilities and Wifi connectivity. The number of functional computers in the college includes 32 Desktops and 11 laptops out of which 15 desktop computers are installed in Central Computer Laboratory.

The college has a Sanitary Pad Vending machine and a Sanitary Incinerator which are used by women and girls during menstrual emergencies. It can help the women and girls to carry out the normal work of teaching-learning without any discomfort during menstrual period.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The Institution encourages cultural activities by engaging special trainers to guide and train the students to participate in cultural activities in Inter College Youth Festivals organized by Manipur University every year. The college has two Multipurpose

Halls, both of which may be used for indoor sports as well as cultural activities.

The college has a well-equipped Indoor Hall and encourages games and sports activities. Indoor games like badminton, carom, tennis, table tennis, chess etc. are arranged in the Indoor Hall. Regarding gymnasium, certain equipments have been installed in a portion of the Indoor Hall. The Indoor Hall is also used as a Yoga center. The college also has a Girls' Mini Gym House. The institution has a swimming pool. The college has no playground for outdoor games. But outdoor sports can be played in District Sport Complex, Thoubal located beside the northern boundary of the college after taking permission from the authority. Games and sports Advisory Committee of the college looks after the sports equipments.

The Multipurpose and Mini Conference Halls of the college facilitate the performance of several cultural activities such as Fresher's Meet, Annual College week, Debate and other extension programmes in the college from time to time.

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

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5.07

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College library is partially automated with SOUL 2.0 ILMS software received from INFLIBNET. The library of the college has subscribed the membership of INFLIBNET – NLIST consortium since April, 2020 through which the college have accessed to wide range of e-sources including 6000+ journals and 1,99,500+ ebooks. Currently the college hasmore than 300 active users consisting of both faculty members and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://nlist.inflibnet.ac.in/collegeadmin/vdashboard.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

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

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

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

0.64722

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

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

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

21

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

4.3 - IT Infrastructure

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

IT resources available at the Y. K. College are computers, laptops, copiers, projector and internet facilities which are used to meet the needs of the students and faculty members in order to improve the teaching-learning. The college has 32 Desktop computers and 11 laptops. Out of these 15 Desktops which are

installed in the Central Computer Laboratory are used by the students in order to get IT skills and rest are used by IQAC members, Office, Library and teaching staff.

The Central Computer Laboratory of the college is equipped with LCD projector. The college has five smart classrooms. The college has a Mini Conference Hall and a New Seminar Hall and both the halls are equipped withInteractive Smartboards. For student security and monitoring, CCTV cameras are installed in the college campus.

College library is partially automated with SOUL 2.0 ILMS software received from INFLIBNET. The college has been connected with BSNL leased line of 8 MBPS which is being linked with the provision of campus Wi-Fi for students, teachers and non-teaching staff. The institution has a Video Recording Studio and records different videos which are used as study materials in order to increase the student motivation and teaching – learning experience.

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

4.3.2 - Number of Computers

43

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

5.07

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

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.

The college has well defined policy and procedure for the maintenance and utilization of physical, academic and support facilities:

Laboratories:

The college has well equipped laboratories for carrying out of practical classes. The users of laboratories handled with care. The proper maintenance of the laboratories is done by laboratory attendant.

Computers:

The college has 11 laptops and 32Desktop computers which are installed in Computer laboratory, Offices, Library and various departments. The computers are optimally utilized for academic, administrative and examination related works. The proper maintenance of computers and IT infrastructures is done by IQAC.

Library:

The College library is partially automated with SOUL 2.0 ILMS software received from INFLIBNET. The maintenance of library is done by library staff.

Classrooms:

The college has well ventilated and spacious classrooms for conducting lectures and other academic activities. The maintenance of classrooms is done by Infrastructure Committee of the college.

Games and Sports:

The college has well equipped facilities for indoor games such as chess, carom, tennis, table tennis etc. The equipments required for these sports are maintained by the Games and Sports Advisory Committee. The college also has a Girls' Mini Gym House which is maintained by the woman teacher-in-charge.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

33

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

`30`

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	`C. 2 of the above`

File Description	Documents
Link to institutional website	`Nil`
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`00`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**D. Any 1 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

7

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

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

1

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

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

A student union comprising of 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 through a democratic and transparent poll by students for every academic year. The procedures for election are laid down by Department of University and Higher Education, Government of Manipur as per democratic principle for exercising rights of students in the college administration in Manipur. The principal or a senior teacher is appointed as returning officer by Teachers association. After poll, a teacher is appointed as student union in charge and he/she assigned activities to all elected secretaries and they execute their activities. Thus, teachers and students renderdedicated service for the welfare of Y.K. collegians in general and students in particular. Students' Union secretaries organize various events across the year viz, debating competition, sports and cultural events, tree plantation, Teachers' day and many other activities.

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

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

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

12

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The 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.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college serves as a center of higher education strives to impart education to students irrespective of any caste and religion providing a strong sense of social harmony. The daily academic activities are observed by both staffs and students diligently and have 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 also indicative of profound effectiveness of measures so far taken up timely viz., academic calendar, lesson schedule, IQAC initiatives for learning, remedial coaching for weak students and other co-curricular activities.

The college seeks to provide vocational courses to students. As mentioned in the previous AQAR, Automotive Vocational course had been introduced from the academic session 2017-18 and based on its proven employability the course can be considered as 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. In order to develop skills among students and the college has also introduced B. Voc. Courses such as IT and ITES, Food Processing Technology, Fashion & Designing and Horticulture.

File Description	Documents
Paste link for additional information	https://ykcollege.ac.in/wp-content/uploads/2020/04/VISION-MAP-OF-THE-COLLEGE.pdf
Upload any additional information	View File

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

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. However, the financial matter and administration of the college is looked after by Principal. The work of the college administration is one of the best examples of decentralization 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 almost committees and members of the committees are selected from teachers and non-teaching staffs. Some of the important committees are as follows:

1. Admission committee
2. Examination Committee
3. Infrastructure Committee
4. Building Construction Committee
5. Seminar Committee
6. Anti-Ragging Cell

IQAC maintains the records of various activities 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. 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Many strategic plans are taken up by the college for the smooth functioning of the college.

One of them is the teaching and learning process. All the Heads of the departments monitorthe teaching-learning process of their respective departments. Special attention is given to slow learners. Through conduct of unit tests, advance / slow learners of a paper are sorted out from the results of the unit test examinations. Though all the Honours students get plenty of time for learning from the teachers, they have been also sorted out into advance and slow learners.

Teachers allow students to photocopy the higher level text books owned by them for broader learning and teach face to face to get known the difficult parts.

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 for about a month.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ykcollege.ac.in/perspective-and-strategic-plans/
Upload any additional information	View File

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

The Principal as the head of the institution guides the college in academic environment, admission and administrative matters. 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. Education Technology Cell
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 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, Service rules and office procedures is done by the Directorate of University and Higher Education, Government of Manipur as per the UGC norms.

File Description	Documents
Paste link for additional information	https://ykcollege.ac.in/code-of-conduct/
Link to Organogram of the Institution webpage	https://ykcollege.ac.in/organisational-chart-organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

The College also regards the welfare of the members of the

teaching and non-teaching staff members as paramount importance. Some of the effective welfare measures for teaching and non-teaching staff are as follows:

1. **Canteen: Though not run in a big scale, the college canteen caters to the need of students and teachers by providing tea, local cuisines and snacks.**
2. **Outdoor Programmes: The College also manages an outdoor visit programme once a year so as to enhance the chance of better understanding of the environment and social connectivity.**
3. **Tea-makers in departments: The various departments of which have attached classrooms are provided with clean drinking water as well as tea-makers so that teachers, students and guests can enjoy seasonal cup of tea without losing time.**
4. **Swimming Pool: The college swimming pool is also one of the assets that is of great importance. Students as well as local people can take swimming lessons and therefore improve their body and surviving skills.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

0

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

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

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

11

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

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

The performance appraisal system for teaching staff is conducted by Department of University and Higher Education, Government of Manipur under the guidelines of UGC. 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 conducted by Department of University and Higher Education, Government of Manipur.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

The institute has separate bank accounts for Non-Government Fund, UGC, RUSA and Biotechnology Hub. Source of income for the Non-Government account is mainly students. All the payments from students for admission, examination fee and certificate issuance have been done at bank.

Major expenditures are for payment of Government fee (Rs.345/student), enrolment fee paid to affiliating University (Rs.350/student), registration fee paid to affiliating University (Rs.220/student), inter college events, infrastructure development

and payment for remuneration of engaged staffs. Payment to the beneficiaries of this fund has been done by cheque. Whereas payment to the beneficiaries of RUSA account has been done by PFMS as per directives of the SPD, RUSA, Manipur. UGC and Biotechnology Hub accounts remained dormant during 2021-22.

Internal Auditors audit the college account at any time without giving notice to the authority. The college authority calls a charted accountant for annual auditing of all accounts. Moreover, the institution being a full-fledged government college is under the jurisdiction of A.G. Manipur for annual auditing. The latest AG auditing has been done during November 2021.

The institution tries to clarify audit objection by producing relevant documents and giving appropriate reply.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

0

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

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

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 utilization of funds from these resources in collaboration with Building construction and Infrastructure committees and Purchase Committee. 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 (UGC & RUSA). Projects so far undergone from the above funds have been timely as well as perfectly accomplished.

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

6.5 - Internal Quality Assurance System

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

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 extra-curricular 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.

One of the major activities of IQAC is the introduction of Remedial Coaching Centre especially for the slow learner students of the college. The main purpose of implementation of Remedial coaching is to boost up the learning capability of slow learners up to their level best.

IQAC introduced a short term Course on Computer Operation for

duration of 50 hours to impart the basic computer knowledge to the students free of cost.

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 tries to improve the teaching - learning and evaluation processes, research activities of teachers in the institute.

Thus IQAC maintains and enhances the quality of the institution in academics and administration.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The IQAC monitors cautiously about the application of teaching as per schedule of teaching planned by teachers.

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 instill learning increasingly. IQAC helps the teachers who are less handy in the computer operation.

Learning

The IQAC manages for supplementing learning by audio-visual method which refreshes the students from tiredness of listening to long consecutive lectures. IQAC has introduced a program of departmental seminar at the end of teaching of each paper irrespective of theory and practical. 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. Thus, IQAC imparts magnificent role in sustenance and enhancement of academic activity of the college.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://ykcollege.ac.in/nirf-2/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution adopts gender sensitivity measures such as keeping separate toilets for boys and girls, providing facility of sanitary napkin vending machine, providing vending pads to girls at emergency time, reserving seats for girl students in every classroom and in every event organized.

Women complaint cell of the college remains alert always for helping girls and lady staffs for any problem if involved. Although the members of Women Complaint Cell are not professional counsellors, they are ready to help the needy female students as well as lady staffs. If necessary the members of the cell call the parent of the victim to discuss the matter and solve the problem faced by the female individuals as soon as possible for coming out result in the positive direction. The members of this cell handle the case with care and cautiously since the things are delicate.

The institution has a separate common room for the women group where the women gather, hold meeting and discuss women related problems separately. Moreover a separate gym is running for the girl students and there is management for swimming in the swimming pool without mixing with the males.

File Description	Documents
Annual gender sensitization action plan	https://ykcollege.ac.in/wp-content/uploads/2021/11/Gender-Equality-1.jpg
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ykcollege.ac.in/wp-content/uploads/2023/02/7-1-1-Gender-equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

Waste management is the controlled generation, storage,

collection, transport, processing and disposal of wastes considering public health, conservation, economics and environmental conditions.

So, in order to attain the situation, 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, it has initiated program on waste categorization in the campus as solid, liquid as well as E-wastes. 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 wastes including mostly papers, litters such as dried leaves or plant clippings, kitchen wastes from college canteen were used for composting.

The non-biodegradable wastes were put into separate dustbins and all these waste materials were disposed by Go clean. All volunteers of NSS also piled up the waste materials into the dust bins.

The liquid wastes were disposed of through drainage but the sanitary wastes from toilets were disposed of into the sanitary tank with proper water volume. The liquid wastes from college canteen and laboratories were drained off through proper drainage inside the campus. So no ill environment develops in the college campus.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	**C. Any 2 of the above**

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	**B. Any 3 of the above**

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

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

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

As Manipur is inhabited by different communities the 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, the cultural programmes so far held in the college never miss tribal dances and those of smaller communities.

Mention may be made that Kuki dance has been shown as an important event of the cultural programme organized for NAAC Peer Team visit on 28 & 29 March 2022 for the 1st cycle accreditation.

The institution is a place where staffs and students belonging to different religious groups such as Meitei Hinduism, Metei Sanamahi, Christian and Islam gather daily without religious discrimination. It is worth to mention that ritual of the college foundation day can be done by any of these religions. Truly there is no religious binding among students and staffs in the campus.

For the academic year 2021-22, students' union election was not held due to Covid 19. However, students of all communities exhibit symbolic harmony in this year. Teachers of minor communities play key roles in enhancing curricular and co-curricular activities and infrastructure as well.

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

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as extra-curricular activities. The syllabus on Political Science subject has topics which sensitize the students about the constitutional obligations to create awareness and sensitizing to constitutional obligation as a part of strengthening the democratic values.

Also, students of both Science and Arts streams have a compulsory General Foundation Course on Environmental Studies in IV semester which includes environmental protection acts (forest acts, air and water pollution acts, wildlife protection acts) and global environmental concerns etc.

The institution had organized special routine NSS camps participated by student and staff volunteers. On 2nd October, 2021 on the occasion of Gandhi Jayanti Observance of cleanliness programme under CLEAN INDIA (1st -31st Oct) on the theme Clean Our Surroundings was conducted jointly by NSS Units I & II and Youth Red Cross Unit of our institute.

For the celebration of Azadi Ka Amrit Mahotsav on 23rd November 2021 the institute conducted one day Training of Youths for CLEAN VILLAGE and GREEN VILLAGE along with Block Level Declamation contest on topic PATROITISM and NATION BUILDING organised jointly by NSS Units (I &II) of the institute and Nehru Yuva Kendra, Thoubal District, Manipur.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

The institution could observe a few of the national and international days due to Covid-19 annually. Environmental Club of the college took initiatives for observation of World Environment Day on 5th June in field mode field mode by plantation of trees in the Khongjom War Memorial Complex, Thoubal district.

The Geography Department of this institute organized for observation of Earth Day on 22nd April, 2022 under the theme "Invest in Our Planet". The resource persons were the teachers of the department.

Environment club also organized a State level Exhibition on the theme "Endangered Species on 20th May, 2022 as the observance of National Endangered Species Day, 2022.

The B. Voc. Food Technology and Horticulture Departments organized for observation of World Food Day on 16th October 2021 on the theme "Safe Food Now for a Healthy Tomorrow" with delivering lectures mainly on healthy foods and nutrition by experts to combat COVID-19 and various other diseases. It dissiminated knowledge on food crisis, Nutrition and malnutrition etc.

On 02.10.2022 the institute organized social service camp in observance of cleanliness programme under the theme Clean India. Thus the nationalism ideology has been aired into the students and staffs.

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

7.2 - Best Practices

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

A) Title of the Practice: Monetary Assistance for Boosting upCurricular and Extra Curricular activities of students and teachers Objectives of the Practice: The majority of the students in this institute belongs to poor families of rural areas since the institute itself resides in rural region and on another aspect, it can be assumed that sports loving students of the college are many who couldn't afford the necessities regarding their career development. At another area it can be stated that career of the teacher is also to be improved by participating in conference, seminar, workshops and various faculty development programs etc. for updates in their knowledge enhancement. Thus, to help in the progression of their curricular and extra-curricular activities, the institution had introduced this practice from the academic year 2016-17 till date................ B) Title of the Practice: All round development of faculty andawareness to student

for their knowledge development. Objectives of the practice: To
implement various tasks of the college conducting
seminars(national/international) as well as observance of various
international days and events for knowledge development of both
faculties and students of this college to enhance both curricular
and extra-curricular activities for all round development of
students' and participation in such practice has been adopting by
the authority since 2016......................... Read
more...https://ykcollege.ac.in/wp-
content/uploads/2023/02/7-2-1.pdf

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

7.3 - Institutional Distinctiveness

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

Though the institution locates within the Municipal area of
Wangjing of the Thoubal District, the catchment area of the
college is vastly rural where the latest infrastructures for
sources of income are very scarce. In order to enable rendering of
financial support by a small extent to the students of
economically backward families, a sub scheme entitled as 'Freeship
for Students of Economically Backward Family' under the scheme
'Monetary Assistance for Boosting up Curricular and Extra
Curricular Activities' has been introduced. To become beneficiary
a student should apply by filling up a prescribed application
form. Selection is based on certain criteria framed by the
institution.

Such Freeship exempts only the part of the admission fee to be
paid to the institution. The other part of the admission fee which
should be paid to the affiliating university and government is not
exempted.

In the year 2021-22, the number of beneficiaries of the sub-scheme
is 30. Such students attended the college regularly and thus the
sub-scheme falls within the thrust area of the institution.

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

7.3.2 - Plan of action for the next academic year

1. Successful implementation of NEP-2020
2. Enhancement of resource mobilization
3. Organization of at least 3 national seminars
4. Production of 4 quadrants e-content learning videos
5. Organization of faculty development programmes
6. Continuance of certificate courses on 'Short Term Course on Computer Operation' and 'Mushroom Cultivation'
7. Enhanced participation in inter college games and sports, youth festival etc.
8. Timely organization of annual games and sports, Debating competition etc.
9. Enhancement of academic activities
10. Maintenance of hygienic campus.