

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : **Nambol L. Sanoi College**

- Name of the Head of the institution : Dr. H. Sorojini Devi
- Designation : Principal
- Does the institution function from own campus : Yes
- Phone no./Alternate phone no. : 0385-2453470
- Mobile no. : 9862906847
- Registered e-mail : principalnsc5@gmail.com
- Alternate e-mail : contact@nsccollege.in
- Address : Kongkham Awang Leikai
- City/Town : Nambol
- State/UT : Manipur
- Pin Code : 795134

2. Institutional status:

- Affiliated / Constituent : Affiliated
- Type of Institution : Co-education
- Location : Rural
- Financial Status : UGC 2f and 12 (B)
- Name of the Affiliating University : Manipur University
- Name of the IQAC Co-ordinator : Dr. O. Lukhoi Singh
- Phone no. : 9862509164
- Alternate phone no. : 9862906847
- Mobile : 9436894087
- IQAC e-mail address : nsciqac@gmail.com
- Alternate Email address : aqarnsc@yahoo.com

3. Website address: www.nlscollege.in

Web-link of the AQAR: (Previous Academic Year): <http://nlscollege.in/iqac.aspx>

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

(Academic Calendar for 2017-18 is attached in Annexure II)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.04	2016	from:19/01/2016 to: 18/01/2021
2 nd				
3 rd				
4 th				
5 th				

6. Date of Establishment of IQAC: 14/11/2014

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meetings of Internal Quality Assurance Cell (IQAC)	1. 12-08-2017 2. 17-10-2017 3. 20-01-2017 4. 15-05-2018	Attended by constituent members
Introduction of ICT	2017	

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount (Rs.)
Nambol L. Sanoi College	Fitness Centre	UGC	2017-18	96,00,000
Nambol L. Sanoi College	RUSA (Vocationalisation and infrastructure)	Central Government	2017-18	76,59,000
Nambol L. Sanoi College	Grants (Salary, pension, allowances etc.)	Government of Manipur	2017-18	4,45,00,000

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

10. No. of IQAC meetings held during the year: 4

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

Yes/No Yes

(Minutes of meetings are attached in the Annexure III)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount: Year:

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

* The college continuously revamps its infrastructure and incorporates new technology, tools and aids to improve the teaching and learning process.

* Remedial classes, career counselling, spoken English classes and student seminar are organised from time to time.

*Playgrounds and sports equipment are made available to students for games (such as football, chess, table tennis and badminton) and encourages students to participate in intra/inter-college cultural and sports competitions.

*Workshops, conferences, seminars and educational tours are regularly organised for students and teacher. The teachers and students are encouraged to participate in the same.

* Field trips, excursions, laboratory visits and educational tours are organised to bring about pragmatic understanding of the curriculum.

13. 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
Motivation of the teaching staffs to organise seminars and workshops	Providing a platform to teachers and students to enhance their teaching learning process
Verification of laboratory and library	Upgrading the equipment and infrastructures
Skill development courses for students like B.Voc in sericulture and software development	Helps the students to have a job oriented education.

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

Name of the Statutory body:

Date of meeting(s):

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

NO

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-2018

Date of Submission: 19/06/2018

17. Does the Institution have Management Information System?

Yes No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS				
1.1 Curriculum Planning and Implementation				
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words				
<p>As for regular courses the curriculum prepared by the parent university is followed in letter and spirit. It is the responsibility of the college that those curriculum are abide by. However faculties of different departments of the college does maintain a healthy and active relationship with the university to suggest modifications in curriculum to keep up with new challenges and also addressed the challenges faced by students and faculties in delivering the desired duty.</p> <p>The college does offer B.Voc courses with the motto of skilling the youth and enhancing their employability and the college has the autonomy of preparing curriculum for these courses which are then placed before the Board of Study of the Manipur University for approval.</p>				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
IT and ITES		2017; 1 year	Employability	Communication skills
	Diploma in Software Development	2015; 1 year	Employability	Programming in C and C++, data structure, communicative English, organisational behaviour.
	Advanced diploma in Software Development	2015; 2 years	Both employability and entrepreneurship.	Business communication, accounting and finance, web technology, JAVA programming, computer networking, entrepreneurship development.
	B.Voc in Software Development	2015; 3 years	Both employability and entrepreneurship.	Environmental science, visual basic and software engineering, RDBMS and oracle, NET programming and AI.
	Diploma in Sericulture	2015; 1 year	Both employability and entrepreneurship	Communicative English, organisational behaviour, mulberry cultivation and harvesting, silkworm rearing.
	Advanced diploma in Sericulture	2015; 2 years	Both employability and entrepreneurship	Business communication, accounting and finance, mulberry, diseases and pests.

	B.Voc Sericulture	in 2015; 3 years	Both employability and entrepreneurship	Environmental science, silkworm seed technology, non-mulberry sericulture, cocoon reeling, marketing and extension.
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1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
				UG	
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	15	16

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
IT and ITES	2017	
B.Voc in Software Development	2015	8
B.Voc in Sericulture	2015	8

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Botanical study tour at Serou, Kakching District Manipur	5
Field collection trip at Keibul Lamjao	26
Field study tour at Moreh(cartography)	20
Botanical Study tour at Karang, Bishnupur District, Manipur.	20

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

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

The feedback collected on curriculum aspects and courses from different stakeholders is analysed and considered by the respective departments and placed before the IQAC for discussion and future plan of action. Syllabus review is given by the concerned subject faculty at the end of the semester with regard to implementation of syllabus, mode of presentation, lecture material, suggested books and updated information. After collecting and assessing the feedback from various stakeholders on curriculum aspects, valuable suggestions which can be implemented at the college level are incorporated and rest are forwarded to the affiliating university for possible changes.

The IQAC has been infusing a sense of belongingness into all concerned stakeholders of the college. It endeavours to integrate socially relevant issues into the curriculum with the help of concerned departments and different cells functioning in the college (eg. NSS).

The college recognises the need to make the feedback system more effective and efficient in future. It will be a sincere attempt for college to keep records of the feedback from different stakeholders by the concerned departments and cells of the college. The feedback system will address aspects on infrastructure, external factors and other factors that will enable the college to transform into an accessible and holistic teaching-learning space in future.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Bachelor of Arts	250	208	191
Bachelor of Science	250	75	69
Diploma in Computer Application	50	12	8
Diploma in Sericulture	50	10	8

2.2 Catering to Student Diversity**2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	485	0	45	0	0

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

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
50	20	Smart boards, projectors, computers and laptops, language lab, internet, computer lab, browsing centre.	5	4	e-books, e-journal, CD and Video

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

The college will be developing formal student mentoring system in coming years. As of now it is mostly informal and at the level of subject teacher.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

2.4 Teacher Profile and Quality**2.4.1 Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
68	50	18	11	19

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

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

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Bachelor of Science	B.Sc.	1 st	05-01-2018	11-04-2018
Bachelor of Arts	B.A.	1 st	11-12-2017	10-04-2018
Bachelor of Science	B.Sc.	3 rd	25-01-2018	11-05-2018
Bachelor of Arts	B.A.	3 rd	11-01-2018	08-05-2018
Bachelor of Science.	B.Sc.	5 th	09-01-2018	27-03-2018
Bachelor of Arts	B.A.	5 th	11-12-2017	27-02-2018
Bachelor of Science	B.Sc.	2 nd	13-06-2018	20-10-2018
Bachelor of Arts	B.A.	2 nd	25-05-2018	19-10-2018
Bachelor of Science	B.Sc.	4 th	30-06-2018	05-11-2018
Bachelor of Arts	B.A.	4 th	09-06-2018	05-11-2018
Bachelor of Science	B.Sc.	6 th	05-06-2018	28-08-2018
Bachelor of Arts	B.A.	6 th	25-05-2018	28-08-2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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

The college strictly adheres to the academic calendar of the affiliating University though it does incorporate unit test, field trips and other academic, sports and cultural programmes as per convenience of the college.

As for the conduct of examination the college strictly follows the calendar of the affiliating university.

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A.	B.A. 1 st and 2 nd semester	175	167	95.43
B.A.	B.A. 3 rd and 4 th semester	150	142	94.67
B.A.	B.A. 5 th and 6 th semester	72	65	90.30
B.Sc.	B.Sc. 1 st and 2 nd semester	40	39	97.50
B.Sc.	B.Sc. 3 rd and 4 th semester	35	34	97.14
B.Sc.	B.Sc. 5 th and 6 th semester	29	24	82.76
B.Voc	Diploma in computer application	8	8	100
B.Voc	Diploma in sericulture	6	6	100
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link) will be prepared in coming years.				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar		Name of the Dept.		Date(s)
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre		Name		Sponsored by
Name of the Start-up		Nature of Start-up		Date of commencement
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State		National		International
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				
Name of the Department		No. of Ph. Ds Awarded		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	MANIPURI	3		
International	MANIPURI	2		

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
MANIPURI (1) HISTORY(1)	2

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	9	13	2	2
Presented papers	4	4	0	0
Resource Persons	2	2	5	4

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
1. 5 Days NSS Special Camp	Nambol L. Sanoi College NSS Unit	7	50
2. 2 days Regular Camp	Nambol L. Sanoi College NSS Unit	6	39

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition		Awarding bodies	No. of Students benefited
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed		Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**4.1 Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
₹15,759,000	₹15,759,000

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	15 acre	
Class rooms	10	
Laboratories	5	
Seminar Halls	2	
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		2
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	35	
Value of the equipment purchased during the year (Rs. in Lakhs)	40 lakh	
Others		

4.2 Library as a Learning Resource

4.2.1 Library is not yet automated

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2513	31 lakh				31 lakh
Reference Books	9257	33.5 lakh				33.5 lakh
e-Books	51	5000				5000
Journals	7	7000				7000
e-Journals	100	5000				5000
Digital Database						
CD & Video	30	20,000				20,000
Library automation						
Weeding (Hard & Soft)	2240	10.85 lakh				10.85 lakh
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	38	3	2	1	1	1	15		
Added	0	0	0	0	0	0	0		
Total	38	3	2	1	1	1	15		

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

...4... MBPS

4.3.3 Facility for e-content

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

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
₹100,000	₹100,000	₹15,759,000	₹15,759,000

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

The main library houses textbooks, references books, journals, archival record (mostly north east India), e books and e journals. The faculties are required to inform the academic committee about any update of the curriculum made by the affiliated university. In response; the college library makes necessary purchases and weeds out the obsolete books from time to time.

In addition to the main library each department has a collection of syllabi, past year university question papers and core textbooks for easy access.

The library is going to be automated by the end of next academic year.

The institute has well equipped computer laboratories and all science departments have their own laboratories. Regular purchases are made to upgrade the facilities available. Records maintenance of the laboratory equipment is carried out by concerned department.

Sport equipment are made available to students. They are also given regular practice sessions and training. Playground and indoor stadium are fully equipped.

The classrooms are fully furnished with benches and desks. Black boards have been replaced by white boards. The classroom are well ventilated.

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National	ISHAN UDAY	2	@5400 p.m.
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No registered Alumni Association

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Practice of decentralisation and participative management is evident in every sphere as each stakeholder performs respective role in planning and implementing activities for the overall development of the institution.

- The institution forms various academic and non-academic Committees with specific assigned purposes. Regular meetings are convened amongst Committee members, Principal, Faculties and the student representatives through which matters of strategic importance are discussed with equal opportunities to share and express their positive comments and constructive suggestions.
- The HODs are given full responsibility to discuss and solve the matters at the departmental level with the respective faculty members in consultation with the Principal. They maintain departmental records and plan activities for the effective implementation of the same to enhance the teaching – learning process.

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

Yes/No/Partial:

6.2 Strategy Development and Deployment

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

Curriculum Development

The institution is adopting the syllabus prescribed by affiliating university. The syllabus undergoes revision from time to time .faculty members are encouraged to participate in the syllabus framing process. However for skill based courses like B.Voc degree courses ,IT and ITES curriculum has been framed by the board of study of college in consultation with respective industry partners on the basis of standard pack under NSQF standard for maximum employability and entrepreneurship.

Teaching and Learning

- ❖ Use of ICT
- ❖ Teachers' study materials are shared with students
- ❖ Students are encouraged to participate in MOOC like NPTEL and other relative online courses
- ❖ Remedial classes and student counselling are conducted for slow learners
- ❖ Organising students seminars in respective subjects

Examination and Evaluation

- ❖ Semester examination and evaluations for BA and BSc are conducted as per academic norms of the affiliating university
- ❖ Examination and evaluation of the skilled based educations namely B.Voc. degree courses and vocational trainings also done as per instruction from the affiliating university along with sector skill council of respective trades and industry partners.

Research and Development

- ❖ Faculty staff are encouraged to register PhD Programs
- ❖ Approved faculty members are motivated to apply and obtain research grants from various government and non-government research funding agencies such as UGC,AICTE etc.
- ❖ Faculty members are encouraged to publish their research contributions in various National and International Journals.

Library, ICT and Physical Infrastructure / Instrumentation

- ❖ Well-developed library building .
- ❖ Planning for library automation very soon.
- ❖ Maintenance of computational systems by respective internal committee.
- ❖ Purchase / salary /leave records are fully computerised.
- ❖ Maintenance of physical infrastructure at departmental level.

Human Resource Management

- ❖ Practice of decentralisation and participative management
- ❖ Faculty members are encouraged to take part in various short term courses and orientation programs for enhancing professional competencies.
- ❖ Engaged staffs to meet shortage of teaching and Non-teaching staff.
- ❖ Remuneration for additional duties assigned to faculty members.

❖ Industry Interaction / Collaboration

Preparation of curriculum for skilled based courses by the board of college in consultation with the respective industry partners.

Admission of Students

- ❖ Student counselling is done at the time of admission by the faculty.
- ❖ Special concession social and economically backward students.
- ❖ Cut off marks is fixed for respective programs

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

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	NIL	NIL	NIL	NIL

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
N/A					

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
(i). Orientation Programme	3	23.3.2017 to 21.4.2017
(ii). Refresher Course	2	24.3.2017 to 10.4.2017 24.3.2017 to 16.4.2017
(iii). Short Term Course	1	27.7.2017 to 31.7.2017

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
0	0	0	0

6.3.5 Welfare schemes for				
Teaching	(i). <i>Benefits like GIS, NPS,</i> (ii). <i>Maternity leave facility, Professional development programmes</i> (iii). <i>Deputation of teachers for Ph.D. programmes</i>			
Non teaching	(i). <i>GIS, Maternity leave,</i>			
Students	<i>Students are encouraged to pursue:</i> (i). <i>Various scholarships schemes provided by the HRD ministry and State Government</i> (ii). <i>Departmental Seminars and Presentations to improve their personality</i> (iii). <i>Youth Festivals</i> (iv). <i>Sports and Gymnasium</i>			
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (Within 100 words each): <i>There was no internal financial audits in the year 2017-18.</i>				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.		Purpose	
N/A	N/A		N/A	
6.4.2 Total corpus fund generated NIL				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal Office
Administrative	Yes	Director/Education (U)	Yes	Principal Office
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<i>The Parent-Teacher Association is playing a pivotal role in the efficient functioning of the College. Under the umbrella of this Association following activities and supports were highlighted</i>				
<ul style="list-style-type: none"> ➤ <i>Improving the enrolment and attendance of the students in the new Academic Session</i> ➤ <i>Monitoring and cooperating the teaching-learning process for the welfare of the student community</i> ➤ <i>Help in bringing a friendly and academic atmosphere in and around the college through active participation of the PTA</i> 				

6.5.3 Development programmes for support staff (at least three)				
<i>Development programmes for support staff are given by the Government from time to time and it is not under the jurisdiction of the Principal's office.</i>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : (Yes✓/No)				
b. Participation in NIRF : (Yes /No)✓				
c. ISO Certification : (Yes /No)✓				
d. NBA or any other quality audit : (Yes /No)✓				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
N/A	N/A	N/A	N/A	N/A

CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources			
7.1.3 Differently abled (Divyangjan) friendliness			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical facilities			
Provision for lift	NA	Nil	
Ramp/ Rails	NA	Nil	
Braille Software/facilities	NA	Nil	
Rest Rooms	NA	Nil	
Scribes for examination	NA	Nil	
Special skill development for differently abled students	NA	Nil	
Any other similar facility	NA	Nil	

7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title	Date of Publication	Follow up (maximum 100 words each)				
7.1.6 Activities conducted for promotion of Universal Values and Ethics						
Activity	Duration (from-----to-----)				Number of participants	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
(i) Tree Plantation (ii). Installation of Compost Bin (iii). Solar Panel for lightning						
(iv). Green Party(v). Swachhta Hi Seva						
7.2 Best Practices						
Describe at least two institutional best practices						
<ul style="list-style-type: none"> ➤ <i>Pro poor student attitude</i> ➤ <i>Concession to meritorious and regular students monetarily</i> ➤ <i>Decentralization and Participative Management</i> 						
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link						
7.3 Institutional Distinctiveness						
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust						
Provide the web link of the institution in not more than 500 words						
<i>The mission of this College is to provide a comprehensive education to all the students who came from different walks of life.</i>						

8. Future Plans of action for next academic year (500 words)

- *To promote the student-teacher interactions in terms of academic, sports, social and cultural activities.*
- *To enhance ICT classrooms and library automation*
- *To enhance the academic atmosphere in the campus*
- *To promote the professional carrier of the teaching faculties*
- **Organisation of national and state level seminars**

Name Dr. D. Lakshmi Singh

[Signature]

Signature of the Coordinator, IQAC

Coordinator
Internal Quality Assurance Unit

Name Dr. H. Sorojini Devi

[Signature]

Signature of the Chairperson, IQAC

Principal
Mambol L. Sanol College
Mambol

Annexure I

Abbreviations:

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

ANNEXURE II



GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL
NAMBOL L. SANOI COLLEGE, NAMBOL

...

Academic Calendar for the Year 2017-18

• Last date of Admission for I, III and V Semester	24/06/2017
• Commencement of the Academic Session for III and V Semester	03/07/2017
• Induction Ceremony for the First Semester	1 st week of July
• Commencement of Classes for I Semester	1 st week of July
• Unit Test	Sept – Oct, 2017
• University Exam for I, III and V Semester	Nov, 2017- Dec, 2017
• Winter Vacation	26/12/2017 to 7/01/2018
• Commencement of classes for II, IV and VI Semester	1 st Week of Feb, 2018
• Unit Test	March-April, 2018
• University Exam for II, IV and VI	May- June, 2018
• Summer Vacation	June-July, 2018 (30 days)
• Commencement of Next Session (Tentative)	1 st Week of July

Dr. L.P. Baskota
(Principal)

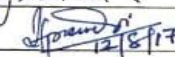
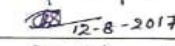
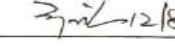

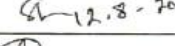
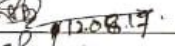


ANNEXURE III

①

Meeting
12.08.2017

Proceedings of the IQAC members held on 12-08-17 at 11:am.
with Dr. L.P. Baskota in the chair.

Members Present


Name	Designation	Signature
1. Hemam Premila Dui.	Asso. Prof (HOD Prof)	 12/8/17
2. Shokhom Sobita Devi.	HOD. Chemistry	 12-8-2017
3. A. Jagannath	HOD/ English	 12/8/17
4. Dr. G. Luchi	HOD, Zoology	
5. Dr S. Shantilata Dui.	HOD Maipuri	 12.8.2017
6. L. Madini Devi	HOD. Prof. Sci.	 12/8/17
7. Dr. W. Pishak Singh	HOD - philosophy	 12/8/2017
8. J. Silla Devi	HOD - Economics	
9.		
10.		

After minute discussion, the following resolutions have been passed unanimously.

Resolution No.1: Resolved that a social service programme be conducted after the flood in order to make clean the campus as well as the surrounding of the college -

Resolution No.2: Resolved that regular attendance of the students be checked regularly by the IQAC members from time to time to improve the academic atmosphere of the institution.

Resolution No.3: Resolved that a careers counselling cell be formed to advise the students for their careers guidance.

 12/08/2017

Meeting
17-10-2017

Proceedings of the IBAC members held on 17th Oct. 2017 at 11 a.m. in the IBAC room with Dr. L.P. Baskota in the chair.

Members Present

Name	Designation	Signature
1. Dr. O. Luki Btl	HOD, Zoology	<i>[Signature]</i>
2. H. Premila Devi	HOD Bof	<i>[Signature]</i> 17/10/2017
3. Jh. Sobita Devi	HOD Chemistry	<i>[Signature]</i> 17-10-2017
4. Dr. A. Tyamanda	HOD / English	<i>[Signature]</i> 17/10/17
5. Dr. W. Pishak Singh	HOD / Philosophy	<i>[Signature]</i>
6. L. Nishini Devi	HOD B.I. Sec.	<i>[Signature]</i> 17.10.2017
7. Dr S. Shantikala	HOD. Manupuri	<i>[Signature]</i> 17.10.2017
8. A. Billa Devi	HOD Economics	<i>[Signature]</i>
9.		
10.		
11.		

After minute discussion, the following resolutions have been passed unanimously.


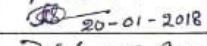
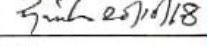

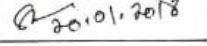



Resolution No. 1: Resolved that before the commencement of semester exam of 1st, 3rd and 5th semester, unit test be done for each subject and instruction be given to all teaching staffs and students through notification.

Resolution No. 2: Resolved that strict instruction be given to all students for wearing uniform during the class hours inside the campus and outsiders be checked from entering inside the college premise except with the permission of the principal.

[Signature]
17/10/2017

Meeting
20.01.2018


Proceedings of the IOAC members held at 11.30 a.m. on 20th Jan, 2018 with Dr. L.P. Baskota in the chair.

Members Present:	Description	Signature
1. Hemant Prameela Devi	HOD. Biology	 20/01/2018
2. Shakshom Sobita Devi	H.O.D Chemistry	 20-01-2018
3. Dr. A. Jyaman Singh	HOD / English	 20/01/18
4. Dr. O. Lakshmi Devi	HOD, ZOOLOGY	
5. Dr. S. Shantibala Devi	HOD. English Manipuri	 20.01.2018
6. A. Kishini Devi	HOD - prof. Sec.	 20.01.18
7. Dr. N. Pishal Singh	HOD / philosophy	 Pishal
8. J. Sella Devi	HOD Economics	
9.		
10.		

After ~~the~~ a minute discussion of the IOAC members, the following resolutions have been unanimously passed.

Resolution No. 1: Resolved that the library of the college be checked involving the IOAC members and weeding of books be done.

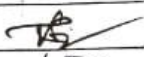

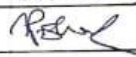
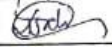

Resolved that systematic arrangement of books according to subject wise be maintained.


20/01/2018

Meeting
May 15th, 2018

Proceedings of IAC members held on May 15th, 2018 in the IAC room of Nambal L. Sarnoi College, Nambal at 11:30 am with Dr. H. Srinivas Devi in the Chair.

Members Present

	Name	Designation	Signature
1	Dr. O. Lakshmi Devi	HOD, Zoo	
2	H. Premila Devi	HOD, Botany	
3	Dr. Sobita Devi	HOD, Chemistry	Dr. Sobita Devi
4	Dr. W. Pishak Singh	HOD, Philosophy	
5	Dr. L.P. Baskota Devi	HOD, Geography	
6	A. Jayamani Devi	HOD, English	Jayamani
7	Dr. Nalini Devi	HOD, Pol. Sc.	
8	Dr. Sella Devi	HOD, Economics	
9	Dr. S. Santibala Devi	HOD, Marathi	

After minute discussion, the IAC members unanimously adopted the following resolutions.

Resolution NO 1:

Resolved that regular meetings of the IAC at least 4 or 5 in an academic year be done with full co-operation of the committee member for academic development of this institution.

Resolution NO 2:

Resolved that departmentwise attendance of students and teachers be checked by the IAC members regularly.

Resolution no 3:

Resolved that students' and teachers seminars be organised by the ICAC members to improve the exposure and academic careers of the students and teachers.

Resolution no 4:

Resolved that AQAR (Annual Quality Assurance Report) which the important report of QAAC be prepared by consultation with all the ICAC members, taking main role by the Co-ordinator for every year.

A. Sirjini Devi
15/06/2018

President

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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