# SELF STUDY REPORT

**FOR**

## 1st CYCLE OF ACCREDITATION

## C.I. COLLEGE, BISHNUPUR

BISHNUPUR IMA KONUNG LAIREMBI, BISHNUPUR DISTRICT HEAD QUARTER, P.O./ P.S. BISHNUPUR
795126
www.cicollege.in

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

## 1.1 INTRODUCTION

The Chanambam Ibomcha College established on 05.02.1965 is located at Bishnupur's district headquarters, Manipur. The college is affiliated to Manipur University since 1980. The college is recognized by the UGC under Section 2 (f) and 12 (B) of the UGC Act, 1956.

The college has a beautiful eco-friendly campus of 27.55 acres in area (5919.05 sq. meter). The Campus is abundant with flora and fauna. The campus has a banyan tree at the base of which is a small temple. The campus is home for monkeys. The campus has a football ground, a swimming pool, indoor stadium, multipurpose hall and a canteen. The site of the college was once the fighting place between the Allied Forces and the INA during the 2nd WW. It was also once the palace of King Bheigyachandra of Manipur. The world famous "*Raslila*" (Romantic dance) was once played here during the reign of King Bheigyachandra. Thirdly, it was also said to be the abode of mother goddess, locally known as *Konung Lairembi*.

Initially, the College was started with a few Arts subjects for both 10+2 and Bachelor of Arts. Science subjects were later introduced in the College in 1980. At present, the College offers undergraduate Degree Courses in 13 subjects. The college also offers courses under RUSA and UGC. Five Courses under the Vocationalisation of Higher Education are also introduced in the College.

The College caters to the need of students from Bishnupur district. At the time of admission, special consideration has been given to the tribal villagers of the district. The college gives utmost importance to providing quality education to its students.

The college library has a collection of about 6,912 books. The library subscribes journals on different subjects. Funds for buying books are received from U.G.C. and the State Government from time to time.

The college has different committees/cells constituted for smooth administration and for sustenance of academic atmosphere. The IQAC headed by the Principal oversees the overall administration of the College. NAAC Steering Committee looks after all the works related to NAAC assessment and accreditation.

**Vision**

- Transforming the college into an institute of excellence
- Learning to grow ever by optimum utilization of resources
- Enlightening knowledge to create responsible citizens
- Scaffolding the society with unbounded sharing of knowledge

**Mission**

The mission of C.I. College aims at realizing the vision of the college through a well-defined target and untiring efforts as given below:

- Equipping the students with best knowledge and skills compatible to global challenges
- Incorporating ethical value in the conventional education system
- Cultivating learning habit and spirit of dedication
- Creating an inclusive and equitable learning environment

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

**Institutional Strength**

1. The campus is located at the heart of Bishnupur District.
2. The distance of the college from Bishnupur Bazar and National Highway (150) is just 0 km.
3. Its eco-friendly campus is ideal for academic pursuit.
4. The college has qualified teachers – 15 Ph.D. and 20 M.Phil degrees holders.
5. The campus is rich in flora, some of which have medicinal value. Botany department has a promising future towards having a botanical garden.
6. The campus is inhabited by rare species of Monkeys (*Rhesus macaques*). The peaceful co-existence of monkeys and human beings is a blessing for the college.
7. Students of the college come from different social backgrounds belonging to ST, SC, OBC and others. This is good for the college because education thrive best in an environment of diverse cultures.
8. The college has ICT enabled rooms.
9. The library is partially automated with 6,912 books including 10 national and international journals.
10. The college has different cells/committees for smooth administration and good academic environment. And there is decentralization of authority with the different cells performing their respective roles.
11. The college offers B.Voc. Courses in Hospitality Management, Health Care & Solar PV Installer and Advanced Diploma Courses under C.I. Community College, IT&ITES.
12. The college is the first and the only college in Manipur that takes up ASER (Annual Status of Educational Report).
13. Differently abled (Divyangjan) students are admitted with admissible facilities and special attention is given to them.
14. There is an active support from the Students' Union for the welfare of the students.
15. Alumni and Parents' Teacher Association are also supporting the college.
16. There are active NCC and NSS cells.
17. The college has one of the largest campus in Manipur.

**Institutional Weakness**

1. The college has shortage of water.
2. The college has no proper fencing.
3. There is shortage of teaching and non-teaching staffs (History & Geography Departments has just one teacher)
4. There is no regular Chowkidar.
5. There are no Librarian, Head Clerk, UDC and LDC except some Grade IV Staffs.
6. The number of students enrolled is not very big.
7. Most of the students face a language barrier.
8. There is still shortage of classrooms and labs.
9. Documentation is weak.

10. Student absenteeism.

**Institutional Opportunity**

1. The college is capable of providing quality education to the students irrespective of caste, creed, religion and class.
2. If its eco-friendly campus with its rich flora and fauna is tapped, it would greatly benefit students.
3. The college has introduced Community College which has successfully conducted Diploma in Diabetes Educator under UGC.
4. The college has successfully conducted Diploma in IT & ITES under RUSA.
5. A study center of IGNOU is coming up in the college very soon.
6. Three years B.Voc. courses in (i) Hospitality Management, (ii) Health Care and (iii) Solar PV Installer are in full swing under the UGC.

**Institutional Challenge**

1. No proper campus fencing.
2. Introduction of new courses like Geology, Computer Science, Mass Communication and Journalism.
3. There is the need for maintenance of infrastructure. The college is solely dependent on financial support from the government which is available only at specified intervals.
4. There are no sufficient computers in the college. The students-computer ratio is inadequate.
5. Lack of funds and infrastructure.
6. Construction of adequate blocks for both Arts and Science.
7. Student absenteeism.

# 1.3 CRITERIA WISE SUMMARY

**Curricular Aspects**

The College follows syllabus/courses of Manipur University. At present, the college offers under graduate courses in 13 subjects. All courses introduced in the college are implemented through a well thought out plan in consultation with the Academic Committee. Students admitted in the college must get the maximum benefits from the courses offered/taught to them. Students are always encouraged to be regular in the class. They are encouraged to make use of the library. The ultimate aim is to achieve the ambitions of the college which are spelt out in the vision and mission statements.

Students are encouraged to take part not only in classroom activities, but also in extra-curricular activities. The college has started value added certificate course like B.Voc. Courses on Health Care, Diabetes Educator, Hospitality Management and Solar P.V installer. Teachers are also encouraged to participate in workshops, seminars, orientations and refresher courses to upgrade and enhance their knowledge and teaching skills.

The college also takes up a number of extra-curricular activities every year. This includes tree plantation and fulfilling of important schemes/projects of the government such as environment awareness schemes like Swachh Bharat Abhiyan. Topical discussions and seminars are also regularly conducted by the College to commemorate important occasions such as World Environment Day, International Mother Language Day, and

World Teachers' Day etc. Moreover, pertinent issues facing the society are also discussed in the college from time to time.

**Teaching-learning and Evaluation**

The College highly targets teaching, educating and guiding students to be responsible and successful in their life. Class room lectures constitute the primary method of teaching in the college. Nevertheless, teachers of the college are encouraged to make their classes more interactive. This involves teachers interacting with students by asking questions, encouraging students to be relevantly critical in speaking up their mind, encouraging them to be analytical in their approach. In other words, it is enlightening to note that teachers having one to one discussion or tutorial classes with the students has benefited the students. Students are also given assignments on their subjects based on the topics taught to them.

The method of evaluation followed by the bollege is of two kinds. The first one is internal which includes conducting class test, giving them assignment, and also the overall response of the students in the class. This system is practiced by the college just to test and see the level of understanding the students have on the subjects/courses taught in a Semester. Points/marks secured here are not added/counted with that of the end Semester examination.

Secondly, external evaluation in a centralized way by the Manipur University (MU), examiners are appointed by MU from different colleges. However, examination of practical papers are conducted in the college itself by appointing External Examiners from other institutions.Ultimately, overall evaluation of each student is made based on the performance of the students at the Semester examination conducted by the University.

**Research, Innovations and Extension**

Modern education has no meaning without research activities. The college has a Research Committee which looks into this matter. During the last five years two research projects have been taken up by different faculty members. The teachers of the college aim at providing the students teaching as well as research mindset. Each faculty member of the college is either a Ph.D. or M.Phil. Degree holder or qualified NET/JRF/ SLET.

Extension work is done through NSS Cells. There are two NSS Cells in the college. Certain surrounding villages are picked up as adopted villages and NSS volunteers go there and meet villagers and give awareness on different issues like cleanliness, cyber-crime etc. Extension work is also specially done through Grievance Redressal Cell of the college. Monetary help is extended from the fund contributed by the employees of the college.

The college has also taken up a regular system of giving "free admission" to three students per academic year to differently abled students and those who belong to BPL.

**Infrastructure and Learning Resources**

The college has a vast eco- friendly campus comprising of 27.55 acres. There is a football playground to the southern side of the college. There is a swimming pool. There are two big halls, one multipurpose hall and one indoor halls constructed under the UGC grant. The college library has 6,912 books and partially automated with

KOHA software version 18.05. N-list facility is also made available to the students and teachers. There is also a computer lab. consisting of 13 computers. At present, there are thirteen classrooms including a seminar hall. There are two LCD projectors. There are two hostels, one for boys and the other for girls. There is a canteen in the college campus. Indoor games and gym are also made available.

The college being located at a vast ecofriendly area is congenial for academic pursuit – learning, research and training. There are medicinal and other rare plants in the college campus. Even then, there is shortage of teaching and non-teaching staff in the college. It is the responsibility of the authority (Government of Manipur) concerned to fill up these vacancies in time.

**Student Support and Progression**

Besides regular classroom teaching, students are given opportunities to take part in seminars, workshops, symposia etc. on various issues like cyber-crime, women empowerment, AIDS awareness and youth leadership camps, etc. YOGA and meditation are also a part of these extra-curricular activities. Extra classes on spoken English are also given to the students to develop their communication skills better. Besides regular academic courses, diploma and other degree courses are also opened in the college under RUSA and UGC. At present, IT&ITES Level IV course is being conducted for the second phase with enrolment of 35 students under RUSA. Three B.Voc. Courses have also been started under UGC with an enrolment strength of 50 students for each course. There are three year diploma and degree courses on Health Care, Hospitality Management, and Solar P.V. Installer. A center for Indira Gandhi National Open University (IGNOU) is on the pipeline to facilitate non-regular students for their higher educational pursuits. The college has 21 cells to help and facilitate the students on related issues.

**Governance, Leadership and Management**

The college, besides its vision and mission has its perspective plan for five years which is submitted to the government. The governance is run with the Principal as the head and all the members of the teaching and non-teaching staff. All the 21 Cells serve as stake holders and proposals from these cells are taken into consideration and are materialized accordingly subject to the availability of funds. The office administration is run by the Principal supported by the Head clerk and other members of his staff. The academic activities are being cared of by the respective heads of the different departments for smooth teaching – learning process and also to see that the syllabus is covered well ahead of the semester examination.

The governance of the college aims at ensuring empowerment of the faculty members by motivating them to organize and participate at the conferences, seminars and workshops. The admission and examinations are carried out by the Admission Committee and the Examination Committee. The internal and external audits are periodically carried out to ensure effective and efficient use of financial resources. Proper allocation and utilization of the annual budget are being done which are authenticated by the external audits from time to time.

The IQAC of the college is functioning efficiently to sustain quality of the students and teachers and development of the institution at large.

**Institutional Values and Best Practices**

The college campus with its beautiful natural surroundings and location at 0 km. distance from National Highway No. 150 speaks well for its values. The institution is the single government college located at the heart of Bishnupur District headquarters. The campus is abundant with rare medicinal plants. Besides organizing programs like World Environment Day every year, tree plantation programs are also conducted periodically for a pollution free atmosphere. Plastic free zone is the mission of the college. Special care is being taken by the NSS Cells to create a pollution free campus. C.I. College happens to be the first college in Manipur that has taken up the project called Annual Status of Educational Report (ASER) on a national level for two years 2017 and 2018. Report of the survey was published in 2018 and another is to be published this year 2019. Moreover promotion of human values and professional skillsis highly valued by the College.

To increase professional skills among the teachers, Departmental Lecture Cum Interaction Programme has been held in the college every weekend. This is one best practice of the college. This is the only practice being conducted in the college which is seen in none of the colleges in Manipur.

There are around 200 monkeys of rare species living in the college campus. Protecting and preserving these monkeys has been another best practice of the college.

NAAC

# 2. PROFILE

## 2.1 BASIC INFORMATION

| Name and Address of the College | |
|---|---|
| Name | C.I. COLLEGE, BISHNUPUR |
| Address | BISHNUPUR IMA KONUNG LAIREMBI, BISHNUPUR DISTRICT HEAD QUARTER, P.O./ P.S. BISHNUPUR |
| City | BISHNUPUR |
| State | Manipur |
| Pin | 795126 |
| Website | www.cicollege.in |

| Contacts for Communication | | | | | |
|---|---|---|---|---|---|
| **Designation** | **Name** | **Telephone with STD Code** | **Mobile** | **Fax** | **Email** |
| Principal(in-charge) | DR. M. MANGI SINGH | 03879-222261 | 9774485696 | 03879-222064 | cicollege65@gmail.com |
| IQAC / CIQA coordinator | M. SHARAT KUMAR SINGH | 03879-222072 | 6009404695 | 03879-222066 | cicollegenaac65@gmail.com |

| Status of the Institution | |
|---|---|
| Institution Status | Government |

| Type of Institution | |
|---|---|
| By Gender | Co-education |
| By Shift | Day |

| Recognized Minority institution | |
|---|---|
| If it is a recognized minroity institution | No |

| Establishment Details | |
|---|---|
| Date of establishment of the college | 05-02-1965 |

| University to which the college is affiliated/ or which governs the college (if it is a constituent college) | | |
|---|---|---|
| **State** | **University name** | **Document** |
| Manipur | Manipur University | View Document |

| Details of UGC recognition | | |
|---|---|---|
| **Under Section** | **Date** | **View Document** |
| 2f of UGC | 02-08-1988 | View Document |
| 12B of UGC | 02-08-1988 | View Document |

| Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC) | | | | |
|---|---|---|---|---|
| **Statutory Regulatory Authority** | **Recognition/Approval details Institution/Department programme** | **Day,Month and year(dd-mm-yyyy)** | **Validity in months** | **Remarks** |
| No contents | | | | |

| Details of autonomy | |
|---|---|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | Yes |
| If yes, has the College applied for availing the autonomous status? | No |

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

| Location and Area of Campus | | | | |
|---|---|---|---|---|
| **Campus Type** | **Address** | **Location*** | **Campus Area in Acres** | **Built up Area in sq.mts.** |
| Main campus area | BISHNUPUR IMA KONUNG LAIREMBI, BISHNUPUR DISTRICT HEAD QUARTER, P.O./ P.S. BISHNUPUR | Rural | 27.55 | 5919.05 |

# 2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---|---|---|---|---|---|
| **Programme Level** | **Name of Programme/Course** | **Duration in Months** | **Entry Qualification** | **Medium of Instruction** | **Sanctioned Strength** | **No.of Students Admitted** |
| UG | BA,English | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 58 |
| UG | BA,Manipuri | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 57 |
| UG | BA,Economics | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 42 |
| UG | BA,Education | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 58 |
| UG | BA,Geography | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 58 |
| UG | BA,History | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 29 |
| UG | BA,Political Science | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 55 |
| UG | BA,Philosophy | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 34 |

| | | | | | | |
|---|---|---|---|---|---|---|
| UG | BSc,Botany | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 35 |
| UG | BSc,Chemistry | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 30 |
| UG | BSc,Mathematics | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 12 |
| UG | BSc,Physics | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 11 |
| UG | BSc,Zoology | 36 | Higher Secondary | English + Meitei\/Manipuri | 60 | 39 |

**Position Details of Faculty & Staff in the College**

| Teaching Faculty | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 | | | | 7 | | | | 52 |
| Recruited | 0 | 0 | 0 | 0 | 5 | 2 | 0 | 7 | 21 | 18 | 0 | 39 |
| Yet to Recruit | | | | 0 | | | | 0 | | | | 13 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 | | | | 0 | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 | | | | 0 | | | | 0 |

| Non-Teaching Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 12 |
| Recruited | 6 | 1 | 0 | 7 |
| Yet to Recruit | | | | 5 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 12 |
| Recruited | 1 | 1 | 0 | 2 |
| Yet to Recruit | | | | 10 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

## Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 3 | 0 | 0 | 7 | 5 | 0 | 15 |
| M.Phil. | 0 | 0 | 0 | 2 | 0 | 0 | 10 | 8 | 0 | 20 |
| PG | 0 | 0 | 0 | 0 | 2 | 0 | 4 | 5 | 0 | 11 |

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

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

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

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

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|---|---|---|---|---|---|---|
| Certificate / Awareness | Male | 13 | 0 | 0 | 0 | 13 |
| | Female | 9 | 0 | 0 | 0 | 9 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Diploma | Male | 90 | 0 | 0 | 0 | 90 |
| | Female | 90 | 0 | 0 | 0 | 90 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| UG | Male | 266 | 0 | 0 | 0 | 266 |
| | Female | 251 | 1 | 0 | 0 | 252 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|---|---|---|---|---|---|
| **Programme** | | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| SC | Male | 22 | 22 | 20 | 21 |
| | Female | 14 | 14 | 6 | 21 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 65 | 65 | 46 | 48 |
| | Female | 72 | 72 | 51 | 59 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 140 | 139 | 95 | 91 |
| | Female | 113 | 113 | 81 | 90 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 157 | 157 | 149 | 142 |
| | Female | 77 | 77 | 121 | 108 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 660 | 659 | 569 | 580 |

# 3. Extended Profile

## 3.1 Program

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

**Response: 13**

| File Description | Document |
|---|---|
| Institutional Data in Prescribed Format | View Document |

**Number of programs offered year-wise for last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 13 | 13 | 13 | 13 | 13 |

## 3.2 Students

**Number of students year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 518 | 580 | 569 | 659 | 660 |

| File Description | Document |
|---|---|
| Institutional Data in Prescribed Format | View Document |

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 390 | 390 | 390 | 390 | 390 |

| File Description | Document |
|---|---|
| Institutional Data in Prescribed Format | View Document |

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 158 | 181 | 181 | 207 | 168 |

| File Description | Document |
|---|---|
| Institutional Data in Prescribed Format | View Document |

## 3.3 Teachers

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 46 | 46 | 40 | 17 | 17 |

| File Description | Document |
|---|---|
| Institutional Data in Prescribed Format | View Document |

**Number of sanctioned posts year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 59 | 59 | 59 | 59 | 59 |

| File Description | Document |
|---|---|
| Institutional Data in Prescribed Format | View Document |

## 3.4 Institution

**Total number of classrooms and seminar halls**

**Response: 15**

**Number of computers**

**Response: 28**

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 93.63091 | 108.02564 | 27.35123 | 41.18990 | 63.40883 |

# 4. Quality Indicator Framework(QIF)

## Criterion 1 - Curricular Aspects

### 1.1 Curricular Planning and Implementation

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

**Response:**

1. The C.I. College, affiliated to Manipur University, Canchipur is a co-educational institution having the privilege of offering Undergraduate Honours Degree Courses in Arts and Science stream. It offers a curriculum as prescribed by the Manipur University in such a way that it includes activities and sub activities related to the prescribed syllabus. The curriculum has always incorporated cross cutting issues of human values, gender, environment and sustainability in the core course. The college has an IQAC which is assisted by 21 Cells and two committees (Academic and Planning Committees) in all academic and other co-curricular activities in the college.
2. The College has an Academic Committee and a Planning Committee comprising of the Principal and Head of the Departments which are responsible for planning and monitoring of academic activities of the College. In order to ensure effective curriculum delivery the college has introduced a practice of collecting reports that the prescribed syllabus is covered within the period given by M.U. academic calendar.
3. The Academic Committee prepares the time table well in advance at the beginning of the session of each semester. Room wise time table is displayed in front of the classrooms. The table shows the number of classes, both theoretical and practical allotted to each department. The Heads of the Departments provide a workload statement at the beginning of each semester based on the prepared time table.
4. Teachers are provided Attendance Registers to make daily records of students for all academic activities of the faculties.
5. College Library provides teachers and students all necessary learning resources for effective curriculum delivery. All faculty members of the college are provided with unique user ID and password for accessing INFLIBNET, NLIST site that offers around 6912 text books, ten national and international journals, and newspapers. All the books available in the library are automated within the college campus.
6. Infrastructure of the College are continuously upgraded to suit the needs of the changing curriculum
7. From 2015 onwards, the College has been offering a learning environment where flexibility is given due weightage. Students studying regular undergraduate degree courses are also given flexibility to go for other vocational courses. Certificate, Diploma and Degree Courses in IT&ITES (Under RUSA), Hospitality Management, Health Care, Solar P.V.Installer are being provided to the students.
8. The Institution encourages its faculty members to attend Orientation Programs, Refresher Courses, Workshops, Seminars/ Conferences etc. conducted by University and other academic agencies for acquiring necessary skills for effective curriculum delivery and improvement of teaching practice.
9. The qualities of leadership and social responsibility are inculcated among the students through various activities by NSS, NCC, Sports and other agencies. The College has dedicated units for creating social and environmental awareness among students like the Eco-Club, Grievance Redressal Cell, Women Cell.

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response:** 5

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 3 | 1 | 0 | 1 | 0 |

| File Description | Document |
|---|---|
| Details of the certificate/Diploma programs | View Document |

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**

**Response:** 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Details of participation of teachers in various bodies | View Document |

## 1.2 Academic Flexibility

**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**

**Response:** 38.46

1.2.1.1 How many new courses are introduced within the last five years

Response: 5

| File Description | Document |
|---|---|
| Details of the new courses introduced | View Document |

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Response:** 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 13

| File Description | Document |
|---|---|
| Name of the programs in which CBCS is implemented | View Document |

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**

**Response:** 0.18

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 3 | 1 | 0 | 1 | 0 |

| File Description | Document |
|---|---|
| Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs | View Document |

## 1.3 Curriculum Enrichment

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

**Response:**

C.I. College is always sensitive to respond to the current issues of our society and problems of environment to integrate the cross cutting issues like gender, climate change, environmental study, Human rights etc. related to the curriculum. There is co-education in our college. Boys and Girls have equal opportunities and benefits in all the activities undertaken by the College. The importance of saving our ecosystem is

more critical today as felt by this institution. Understanding the extreme needs of the citizen's realization, the university includes a compulsory paper in B.A/B.Sc. 4th semester on environment and sustainability to make the citizens realize their duties. The students get knowledge about the change in environment, Eco-system, Bio-diversity, Environmental Pollution, social issues and the environmental degradation. Works on environmental protection and conservation are reflected in tree plantation, World Environment Day observations which are some instances. As a result, the students learn more about gender equality and responsibility in the environment.

Courses on Human Values and Professional ethics are also provided to the students with a vision to ensure the essential complementary values besides their educational skills taught in the syllabus. There is a qualifying paper called Regional Development. This subject forms a basis of value based life. It ensures a positive perspective towards life, career and happiness among students. All the activities of the college are organized to serve the interest and integration of the different sections of the society.

The students are motivated by way of special lectures such as one day talk on "Consumer right", Cyber Crime awareness programs, etc. so as to instill moral and ethical values. Yoga and Meditation programs are organized in the college from time to time. These special lectures instill in the students moral and ethical values.

**List of Courses**:

**Arts Streams (B.A/General and Hons)**

**Science Streams (B.Sc. General and Hons)**

**Compulsory Subject:**

Regional Development (3rd semester)

Environmental Study (4th semester)

The college offers two general and compulsory undergraduate courses which address Gender, Environment and sustainability of Human Values. All the courses are prescribed by the Manipur University.

**Regional Development**

**Unit-1 Economic Development of the North Eastern Region of India**

**Unit-2 Demographic Picture of North East India**

**Unit- 3 Society and Culture of Manipur:**

**Unit-4 History and Polity;**

**Unit-5 The Manipur Women and the changing world**

**Environmental Studies**

Core Module Syllabus for Environment Studies for Undergraduate Courses of all the branches of Higher Education.

**Unit-1: Multidisciplinary nature of environmental studies**

**Unit-2: Natural Resources:**

**Unit-3: Ecosystems**

**Unit 4: Biodiversity and its conservation**

**Unit 5: Environmental Pollution**

**Unit 6: Social Issues and the Environment**

**Unit 7: Human Population and the Environment**

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**

**Response:** 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

| File Description | Document |
|---|---|
| Details of the value-added courses imparting transferable and life skills | View Document |

**1.3.3 Percentage of students undertaking field projects / internships**

**Response:** 19.5

1.3.3.1 Number of students undertaking field projects or internships

Response: 101

| File Description | Document |
|---|---|
| Institutional data in prescribed format | View Document |

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and**

**5)Parents for design and review of syllabus-Semester wise/ year-wise**
**A.Any 4 of the above**

**B.Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** E.None of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**
**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** E. Feedback not collected

| File Description | Document |
|---|---|
| URL for feedback report | View Document |

# Criterion 2 - Teaching-learning and Evaluation

## 2.1 Student Enrollment and Profile

**2.1.1 Average percentage of students from other States and Countries during the last five years**

**Response:** 0.04

2.1.1.1 Number of students from other states and countries year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 1 | 0 | 0 |

| File Description | Document |
|---|---|
| List of students (other states and countries) | View Document |
| Institutional data in prescribed format | View Document |

**2.1.2 Average Enrollment percentage (Average of last five years)**

**Response:** 76.56

2.1.2.1 Number of students admitted year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 518 | 580 | 569 | 659 | 660 |

2.1.2.2 Number of sanctioned seats year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 780 | 780 | 780 | 780 | 780 |

| File Description | Document |
|---|---|
| Institutional data in prescribed format | View Document |

**2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**

**Response:** 89.28

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 332 | 330 | 299 | 390 | 390 |

| File Description | Document |
|---|---|
| Institutional data in prescribed format | View Document |

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

The institution adopts practices of assessment of slow and advanced learners of the college. The teachers concerned are directed to acquaint with the students and extract information of their likes and dislikes after having made familiar with the courses of syllabus. The identification is done on the basis of the following:

(i) Teachers review the academic performance of students from classroom teaching, unit test, home assignment etc.

(ii) It is done on the basis of students' performance in the examinations, and

(iii) It is also done on the basis of their participation in various academic and co-curricular activities outside the classroom.

**2.2.2 Student - Full time teacher ratio**

**Response:** 11.26

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 0.19

2.2.3.1 Number of differently abled students on rolls

Response: 1

| File Description | Document |
|---|---|
| Institutional data in prescribed format | View Document |
| Any other document submitted by the Institution to a Government agency giving this information | View Document |

## 2.3 Teaching- Learning Process

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

**Response:**

The teaching learning method adopted in the college are:

i) Experimental learning ii) Participative learning iii) Problem solving method.

**Experimental learning**: The institution adopts experimental learning outside the classroom. It is done through their participation in various experimental activities conducted by the institution like Field Visits, Study Tour, Internship Programs, Practical's etc. Maximum effort is made to make every student participate in Field Visits and Study Tours where they get a chance to test their knowledge in real life. Internship program specially for B.Voc. courses are done so that the students get a chance to apply their skill in reality. Students are also made compulsory to attend subject related practical's which are inseparable part of their curriculum.

**Participative learning**: It is also done in the form of discussions and debates in a given topic where the students are made to participate in groups on certain key issues like unemployment, over population, Environmental threats etc. Participation in these discussions will enable the students to learn from others as well as get a chance of self-exposure that will develop their skill and acquisition of knowledge in the key social and human problems. These discussions are followed by an interaction where teacher and experts serve as moderators. Such participation will definitely help in checking student drop- out by creating self-confidence in themselves.

**Problem Solving Method:** The main objective of this method is to enhance and develop problem solving abilities in the students through their involvement in practical problems. This includes the participation of students directly by making them make field visits like visiting rural villages which can be adopted by NCC or NSS Cells. The students will find themselves practically involved in the problems being faced by the people especially in the rural areas. By observing the problems they will develop workable solutions of the problems. They will also be more encouraged to undertake more new ventures. For instance, they will give awareness to the villagers the harm of throwing away plastic materials and of cutting trees and the need of planting more trees to stop global warming. They can also interact with the rural youths about the harms of drug abuse, pre-mature marriage etc.

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 45.65

2.3.2.1 Number of teachers using ICT

Response: 21

| File Description | Document |
|---|---|
| List of teachers (using ICT for teaching) | View Document |
| Any additional information | View Document |

**2.3.3 Ratio of students to mentor for academic and stress related issues**

**Response:** 103.6

2.3.3.1 Number of mentors

Response: 5

| File Description | Document |
|---|---|
| Any additional information | View Document |

**2.3.4 Innovation and creativity in teaching-learning**

**Response:**

The college has so far ensured that the students have affective learning experience. Steps are being taken to provide innovation and creative teaching-learning practice. One example is the Inter-Department Cum-Interaction programme which is being held every weekend. A teacher selects a special topic and presents it. It is followed by interaction. High rate computer literacy is being provided to the students through a course on IT & ITES taken up under RUSA. Conducting study tours and visits is also a part of this programme. Moreover tutorial and remedial classes are also taken up. Students are also made to participate in the awareness programme like Aids Awareness Legal Awareness, Cyber Crime Stress Management etc. conducted by the college from time to time. Teachers also visit the houses of the students who fail to attend college regularly and proper counselling is given thereof.

## 2.4 Teacher Profile and Quality

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

**Response:** 56.27

| File Description | Document |
|---|---|
| Year wise full time teachers and sanctioned posts for 5 years | View Document |
| List of the faculty members authenticated by the Head of HEI | View Document |

**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**

**Response:** 29.5

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 15 | 12 | 12 | 5 | 5 |

| File Description | Document |
|---|---|
| List of number of full time teachers with PhD and number of full time teachers for 5 years | View Document |

**2.4.3 Teaching experience per full time teacher in number of years**

**Response:** 16.04

2.4.3.1 Total experience of full-time teachers

Response: 738

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**

**Response:** 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Institutional data in prescribed format | View Document |

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**

**Response:** 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| List of full time teachers from other state and state from which qualifying degree was obtained | View Document |

## 2.5 Evaluation Process and Reforms

**2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level**

**Response:**

Formerly there was a system of Internal Evaluation for 20 marks for all the subjects known as Unit Test under Manipur University. But now it has been dropped with the introduction of Semester System. Even then CIE is still conducted at the institutional level. Periodical assessments/tests are regularly conducted by all the departments. To evaluate their learning, assignments are given to the students. Regarding evaluation of the semester examinations there is a central system of evaluation at the affiliation University at the end of every Semester. For practical involving subjects, evaluation is conducted on the basis of study tours or practical examinations conducted by the departments.

**2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

**Response:**

Before the introduction of semester system of examination there was a compulsory system of internal assessment for 20 marks called Unit Test. As of now there is no such compulsory internal assessment except for certain subjects like Physics, Mathematics, Chemistry, Zoology, Botany, Education, geography where internal practical assessment is involved.

However, all the department conduct internal test before the coming of each semester examination. This is

very much related to the coverage of the syllabus before the examination. The conduct of these internal tests is done under the supervision of the Academic Committee headed by the Principal. Based on the result of these internal examinations necessary steps are taken by the Departments concerned for advanced learner and slow learners. Extra classes are taken up as a remedial measure especially for slow learners. From time to time parent of the slow learners are summoned for help and co-operation.

**2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

**Response:**

Semester examinations under Manipur University are conducted strictly under the guidelines given for free and fair examination. There is an Officers in Charge for the examination who is assisted by the Assistant Officers in Charge and other Supervising Officer (S.O.) Supervising Invigilators (S.I) and invigilators. Sufficient steps are taken up to meet grievance during the examination. If there is any patient candidate special care is taken to provide medical facilities during the examination. During examinations the center is protected by the security personal from the nearest Police Station, Teams of Flying Squads also visit the examination centers to prevent the students from using unfair means. Even if there are bandhs students are exempted from any kind of hindrance. Thus examinations are conducted efficiently in a transparent and time bound manner.

**2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

**Response:**

The Institution adheres to the Academic Calendar of the affiliating University for the conduct of CIE. The entire syllabus for all the semesters is framed by the University which is strictly followed by the institution. Semester examinations are conducted twice for every academic session one in the month of May/June and the other in the month of December/ January. Session starts in the first weeks of July every year just after summer vacation. On the eve of every academic session proper counselling is given to the students and then time- table is prepared by each of the department under the supervision of the Principal and Academic Committee. Proper steps are taken up that all the courses in the syllabus are covered up in time before the commencement of the semester examinations. As soon as theory papers are conducted practical examinations are conducted so that result may be declared according to the academic 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 on website and communicated to teachers and students**

**Response:**

UNDER GRADUATE DEPARTMENTS (3 years degree course of 6 Semester)

At the end of each course, students will be able to

English

1. Cultivate their mind for creative writing.
2. Get information about the origin and history of English language.
3. Explain structuralism, post-structuralism, post-colonialism, post-modernism.

Manipuri

1. Gain indigenous Manipuri knowledge.
2. Explain the stages of Manipuri literature, and their cultural heritage.
3. Familiarize themselves with the Meitei phonology, morphology, syntax-semantic.

Education

1. Explain the meaning and scope of education, and analyse diverse techniques and method of teaching.
2. Analyse Indian philosophy of education.
3. Explain the importance of psychology in human development and moral development in human life.

Geography

1. Explain the meaning, nature and scope of Geography.
2. Analyse the geography of India, thereby compare with that of other country.

Mathematics

1. Explain basic concepts of advanced mathematics
2. Summarise current trends of research in mathematics.
3. Handle scientific problem, to simplify and solve mathematical assumptions.

Philosophy

1. Identify major philosophers and apply philosophical perceptions to contemporary issues.
2. Analyze, synthesize and evaluate political ideas.
3. Recognize and respects the beliefs and values of other individuals and cultures.

Botany

1. Apply the scientific method and mathematical tools and physical principles to the analysis of biological situations.
2. Classify organism within a phylogenetic framework
3. Apply comparative biology to explain the unity and diversity of life on earth.
4. Relate the physical features of the environment to the structure of populations, communities, and

ecosystems.

Chemistry

1. Explain basic concepts, nature and scope of Chemistry.
2. Apply application of inorganic Chemistry in catalysis, material science, pigments, surfactants, etc.
3. Explain the foundational knowledge and application of organic Chemistry.

Physics

1. Explain the fundamental laws, principles and theories of Physics.
2. Perform simple experiments to verify concepts of physics.
3. Solve complex physical problems by using mathematical tools.
4. Appreciate the relationship between theory and experiment

Zoology

1. Learn about taxonomical account and zoological nomenclature of animals.
2. Explain different zoogeographical region of the world
3. Analyse fossilization and importance of fossil.
4. Explain functional anatomy of non-Chordata and Chordata.

History

1. Achieve various objectives in historical studies like knowledge of various concepts, events, ideals, problems personalities and principles related to history.
2. Critically and logically think, draw inferences and conclusions, verify the inferences and evaluates.
3. Acquire practical skills necessary in the study of historical events.

Political Science

1. Explain concepts, nature, and scope of Political Science
2. Compare different political thought and ideologies including Indian political thinkers.
3. Explain the basic structure and nature of Indian Constitution and Indian federation.
4. Compare the political system of UK, USA, Japan, China and Switzerland.
5. Familiarise with Government and politics of North-East India.

Economics

1. Grasp the dynamic and economic problems happening around the world.
2. Equipped themselves with key economic concepts and theories.
3. Understand issues influencing Indian economy and acquire knowledge about public finance.
4. Gain knowledge about the Marxian political economy and capitalist system of production and exploitation, Classical and Neo-Classical theories of growth.

**2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are**

**evaluated by the institution**

**Response:**

For attainment of program outcomes, program specific outcomes, course outcomes etc. the institution follows the method of feedback system from the students. Students specially final year, are given a chance to interact with the Academic Committee to share their thinking regarding teaching methods, faculties and overall system of the Institution. Another is through internal test which are conducted in the respective departments. Sometimes home-assignments are also given to survey the program outcomes. From time to time Teachers-Parents meets are organized to get feedback from parents regarding the course outcome of the students.

The institution finds out and addresses the grievance faced by the students specially belonging to SC, ST, OBC and other weaker section through Grievance Redressal Cell. Every year some students are given free admission after a perfect and authenticated verification is done by the Grievance Redressal Cell. Organizing quiz, debating and ex-tempore competition is also a part of our practice through which the distinctive merits of the students are marked and measured. The major role in played by the IQAC of the College. On the eve of every academic session proper counselling is given to the students through the counselling cell of the college. With the completion of the Degree course toppers and position holders are encouraged by giving awards donated by different individuals in the name of the College.

**2.6.3 Average pass percentage of Students**

**Response:** 80.38

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 127

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 158

| File Description | Document |
|---|---|
| Institutional data in prescribed format | View Document |

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

# Criterion 3 - Research, Innovations and Extension

## 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 25.34

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 5.91 | 5.92 | 5.88 | 7.63 |

| File Description | Document |
|---|---|
| List of project and grant details | View Document |
| Any additional information | View Document |

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0.04

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

Response: 2

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 46

| File Description | Document |
|---|---|
| Supporting document from Funding Agency | View Document |
| Funding agency website URL | View Document |

## 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

Apart from its vast eco-friendly campus consisting of an area of 27.55 acres, the institution makes initiatives and efforts for an innovative eco-system in and around the college campus. The NSS and NCC of the college serve as an incubation centre to make the college and its campus clean, green and eco-friendly. Two rain water harvesting ponds are also constructed in the campus. Planting tree in the Campus is one of the important programs on every important college function. The department of Botany takes special care to preserve the various indigenous medicinal plants in the campus. As a part of transferring knowledge, students are encouraged to take part in these innovative programs concerning the eco-system. The overall activities are supervised by the Environmental Cell and Eco-Club of the college.

| File Description | Document |
|---|---|
| Link for Additional Information | View Document |

**3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**

**Response:** 4

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 2 | 1 | 0 | 0 | 1 |

| File Description | Document |
|---|---|
| List of workshops/seminars during the last 5 years | View Document |

## 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** Yes

| File Description | Document |
|---|---|
| Institutional data in prescribed format | View Document |

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** No

**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**

**Response:** 0.19

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 15 | 7 | 4 | 2 | 4 |

| File Description | Document |
|---|---|
| List of research papers by title, author, department, name and year of publication | View Document |

**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**

**Response:** 0.15

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 3 | 2 |

| File Description | Document |
|---|---|
| List books and chapters in edited volumes / books published | View Document |

## 3.4 Extension Activities

**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

**Response:**

The C.I. College has an extension activities in the neighborhood community. The Grievance Redressal Cell

plays a very active role as far as interaction with surrounding village are concerned. Interaction programs are organized periodically where the cell members take note of the problems faced by the parents, guardian as well as students while undergoing schooling and higher education. Most common problem as observed by the cell is found to be the financial problem. Hence the Grievance Redressal Cell along with the college authority decided to admit three students free-of-cost from the neighboring community. This practice has been continuing till today.

World Environment Day is also observed each year along with the locals residing nearby the college. One unique feature of this observance is that, apart from regular lecture programs, teachers and students visit houses and interact with the members, giving awareness of the need to preserve the environment. They are also asked not to cut trees in their surroundings as well as that of the college. The need to preserve monkeys residing in the college campus is explained thoroughly, as the college campus is the only second place in Manipur where large number of monkeys are found.

The NSS Cell of the college also plays an important role in enriching the extension activities. One clear evidence is that it has adopted a nearby village few years back, wherein village members along with the NSS unit took active role in raising the living standard of the village.

The College also conducts awareness programs like AIDS Awareness Programme, Voting Rights Awareness Programme etc. periodically with active participation of students from the neighboring community.

| File Description | Document |
|---|---|
| Link for Additional Information | View Document |

**3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years**

**Response:** 0

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Number of awards for extension activities in last 5 years | View Document |

**3.4.3 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 last five years**

**Response:** 8

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 4 | 2 | 2 | 0 | 0 |

| File Description | Document |
|---|---|
| Reports of the event organized | View Document |
| Number of extension and outreach programs conducted with industry,community etc for the last five years | View Document |

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response:** 8.09

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 125 | 54 | 40 | 0 | 0 |

| File Description | Document |
|---|---|
| Average percentage of students participating in extension activities with Govt. or NGO etc. | View Document |

## 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response:** 19

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 6 | 4 | 3 | 3 | 3 |

| File Description | Document |
|---|---|
| Number of Collaborative activities for research, faculty etc. | View Document |
| Copies of collaboration | View Document |

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years | View Document |

# Criterion 4 - Infrastructure and Learning Resources

## 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The C.I. College is provided with all the basic facilities for the students and the faculty. Our campus is blessed with so many positive attributes. The institution has 13 classrooms in different capacities to meet requirements of UG students. Each classroom is provided with white board, with appropriate comfortable furniture, well ventilation and adequate light. The institution is equipped with laboratories in physics, chemistry, botany, zoology and geography departments with scientific tools for conducting experiments. Curricular and co-curricular activities- animal shelter is sponsored by Forest department. Extra-curricular activities-sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, Yoga, swimming pool etc. are all available.

The institution has two LCD projector and one smart board. The college provides computers for every department. For the benefit of the students the college has a photo copying machine which helps them to get Xerox copies whenever they need. There is a student's union room for student's meeting in the college. The institution has separate boys and girls hostel facilities. The hostel is adjacent to the campus itself for the students and is managed by the college. There is facilities of gym, canteen, and parking space are available in the campus. The college library has been renovated and automated with INFLIBNET, N-LIST facilities for students and teachers. National and International journals are available. The institution provides computer facilities with one computer lab and Wi-Fi facilities.

Total built up areas of the college is 5919.05 m.

**Room details of Administrative Block:**

On the ground floor are the following rooms:

1. Principal (5.5x6 dimension in meter)
2. Wash room
3. Computer and Admission Cell (5.5x6 dimension in meter)
4. Establishment Section (5.5x6 dimension in meter)
5. Examination Cell (5.5x6 dimension in meter)
6. NAAC/IQAC (5.5x6 dimension in meter)

On the first floor are the following rooms,

1. Teachers Common Room (6x11 dimension in meter)
2. Computer Lab. (6x11 dimension in meter)

**Room details of Science Block:**

1. In Chemistry department, laboratory is situated in ground floor of the northern side building, the

lab. has preparation and store room.

2. In Physics department, there is a practical room, and the lab. is dark.
3. In Botany department, there is practical and theory class room, and one ICT.
4. Biotech Hubs has research lab.
5. In Zoology department, there is a practical laboratory and class room.

**Room details of Social Science and Humanity Block:**

| | |
|---|---|
| Geography Department, has laboratory practical and theory class room. | |
| Economics Department | |
| Education Department | |
| Political Science Department | |
| History Department | |
| Philosophy Department | |
| English Department | |
| Manipuri Department | |
| **Semester wise Classroom** | |
| B.Sc. / B.A 1st semester | |
| B.Sc. /B.A 3rd semester | |
| B.Sc. /B.A 5th semester | |
| B.Sc./ B.A 2nd semester | |
| B.Sc./ B.A 4th semester | |
| B.Sc./ B.A 6th semester | |
| Canteen ( one) | 62.23 m2 |
| Gym (one) | 87.5 m2 |
| Seminar Hall/ Examination Hall | 312 m2 |
| Multipurpose Hall(one) | 387.84 m2 |
| Indoor Hall (one) | 656.27 m2 |
| Ladies Toilet (three) | Yes |
| Gents Toilet (Two) | Yes |
| Swimming Pool (one) | 1439.2 m2 |
| B.Voc Building (one) | Yes |
| Library | 94.5 m2 |
| Girl’s Hostel | 218.28 m2 |

| File Description | Document |
|---|---|
| Link for Additional Information | View Document |

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga**

**centre etc., and cultural activities**

**Response:**

The institution has adequate facilities for extra-curricular activities. To give importance to extra-curricular activities, it encourages the students to take part in sports and cultural activities from time to time. The College has a football playground and a swimming pool occupying 1439.2 sq. mm, Gym occupying 87.5 sq. m. Indoor stadium occupying area is 657.27 sq. m. The sports equipment's like football, carom boards, chess, volleyball, table tennis etc. are available for the students. The yoga committee convener encourages all departments of the College teaching and non-teaching member for yoga class. The auditorium is well utilized by students and faculty for both curricular and co-curricular activities. For overall co-ordination of student's union activities a faculty member is assigned the role of the staff advisor. Student's participate in intra and inter College events throughout the year.

| Sl. No. | Particulars Item | Quantity (Piece) |
|---|---|---|
| 1 | T.T. Table | 2 |
| 2 | T.T.Bats, T.T.balls | 1 Set, 2 pics |
| 3 | Foot Ball, Boot, Shock, Ankles | 6 balls, 9 boots, 3 sets, 3 sets |
| 4 | Gym, | Dumb Bell, Bar Bell, Power Rack, Pull down exercise, Leg extension, Leg curl, Exercise benches |
| 5 | Hockey Stick | 10 |
| 6 | Volley Ball, Volley Net | 2 ball, 4 net |
| 7 | Discuss Throw | 2.0 kg, 1.5 kg |
| 8 | Carom Board, Carom Coin | 1 Board, 1coin |
| 9 | Cricket Pet, Cricket Bat, Hand glove, Stump, Helmet, | 2 Sets, 1 ball, 1 Set, 3 Sets, 2 helmet |
| 10 | Badminton Racket, Net | 1 Set, 2 net |
| 11 | Chess | 1 sets |

**NCC Cell:** C.I. College NCC Unit under group HQ & 14 Manipur Bn NCC Imphal, Manipur. Throughout the year cadets conduct many programs and different activities.First aid kit for everyone is available in the office.

| NCC ROOM FACILITIES | |
|---|---|
| Rifles for Cadets | Nil |
| Computer | Nil |
| Uniform for Cadets | Nil |
| Boots | Nil |
| Notice Board/ Chair/Table/ Almirah | 1 NB, 1 Chair, 1 table, 1 Almirah |

**Facilities for Sports and Games:**

| Details | Area |
|---|---|
| Total Building area | 5919.05m |
| Swimming Pool | 1439.2 m |
| Football Playground | 140m x 93.5m |
| Gym | 87.5m |
| Indoor | 657.27m |

| File Description | Document |
|---|---|
| Link for Additional Information | View Document |

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

**Response:** 13.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

| File Description | Document |
|---|---|
| Number of classrooms and seminar halls with ICT enabled facilities | View Document |
| any additional information | View Document |
| Link for additional information which is optional | View Document |

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 100

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 93.63091 | 108.02564 | 27.35123 | 41.18990 | 63.40883 |

| File Description | Document |
|---|---|
| Details of budget allocation, excluding salary during the last five years | View Document |
| Audited utilization statements | View Document |
| Any additional information | View Document |

## 4.2 Library as a Learning Resource

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

**Response:**

The C.I. College nurtures a library where text books and reference books are partially automated with KOHA software 2018, version 18.05, which is an Integrated Library Management System (ILMS). Total area of the Library is 95.5 Sq.m. Cataloging facilities are made available to the teachers as well as the students. It also subscribes national and international journals, local and national newspapers. Over and above, the library is endowed with e-resource accessibility with the registration to the INFLIBNET- N-LIST under which teachers, students, researchers and other registered users are provided unrestricted access to 6,912 books in the library. The library building was constructed in 1995-96 under the UGC scheme. Library committee is headed by the Principal and other members supporting the librarian. As there is no regular librarian two Assistant Professors are engaged for it.

The library maintains accession register and library usage record. The library has Online Public Access Catalogue, fire extinguisher, total seating capacity of 40, and printer and xerox for students and staffs. Library is Wi-Fi connected. List of books and reminders are generated in an automated way. Acquisition of serial maintaining issue records, sending reminders of missing issue, etc. are also prepared in partially automated manner. At present, the library entry register is kept for both staffs and students at the entrance to the library. Anybody who enters the library must enter in the register to use the facilities in the library. At the beginning of the year, each student will be issued two library cards. New books will be issued to the students only after the previously borrowed books are returned in good condition. At the end of every semester, all the students must return the books to the library. Likewise the teachers are allowed to take any number of books after entering in the teacher register. The Institution makes separate reading rooms for teachers and students. It has been provided desks and chairs. Reading room is kept open from morning 10.00 am to 5.00 p.m.

**Year wise details of library automation**

| Sl. No | Year | Name of ILMS software | Nature of Automation | Version /software has been damage |
|---|---|---|---|---|
| 1 | 2018 | KOHA | Partially Automated | 18.05 |

| File Description | Document |
|---|---|
| Link for Additional Information | View Document |

**4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**

**Response:**

C.I. College library was instituted with the beginning of the College in 1965. It started with few gifted books but today it has 6,912 books, national and international journals in its collection. Service provided by the library are printing facilities, INFLIBNET-N-LIST –facilities, Average number of books issue and returned, average number login to OPAC. Differently-abled students are helped by the library staffs in searching and furnishing the required information and books. The College does not have visually

challenged persons as of now. They are also given top priority while issuing books.

The library has identified its collections into ‘rare books’ ‘knowledge resource’ ‘manuscript’ and special report.

| | |
|---|---|
| Rare Books | Encyclopedia |
| Manuscript | No repository |
| Special Report | Mainly books are provided from Directorate of University and Higher Education Manipur |
| Knowledge Resource | 0 |
| Reference Books | 171 |

**Details of rare books:**

| Name of the Books | Cost rupees | Authors/Editors | Copies | Year of Publishing |
|---|---|---|---|---|
| Encyclopedia of Civil Engineering | 750 | Deepak Jain | 1 | Delhi, |
| Encyclopedia of Nano Chemistry | 1800 | R. Thomson | 1 | New Delhi, |
| Encyclopedia of Chemistry | 2500 | O.P. Sharma | 1 | Delhi,2006 |
| A-Z Illustrated Encyclopedia W-L | 120 | Narendra Kumar | 1 | Delhi, 2004 |
| Encyclopedia of Geography | 35 | Deepak Jain | 1 | Meerut |
| New Encyclopedia Britannica | | Do | 29 | Chicago,1980 |
| Encyclopedia of Indian Culture | 250 | R.N. Saletore | 7 | New Delhi 1986 |
| Encyclopedia Asiatica | | Edward Balfour | 6 | New Delhi 1982 |
| Encyclopedia of World Religion | | G.T.Bettany | 1 | London |
| New Encyclopedia Britannica A-Z | | Do | 2 | Chicago 1987 |
| Encyclopedia Britannica | | Do | 2 | Chicago1768 |
| Encyclopedia of Economics | 495 | Deepak Jain | 1 | Delhi 2001 |
| A Concise Encyclopedia of English Literature | 225 | A.C. Cawley | 1 | New Delhi 1996 |
| Naga Insurgency | 150 | M. Horam | 1 | New Delhi 1988 |
| Encyclopedia of N.E. India | 1100 | S.K. Khanna | 1 | Delhi 1991 |
| Encyclopedia of Constitutional | 2950 | Sergio Baradat | 2 | New Delhi,2008 |
| Insurgency in North East India | 4407 | B. Pakem | 1 | New Delhi, 1997 |
| Encyclopedia Britannica | 1600 | P.C. Trivedi | 2 | Jaipur, 2000 |
| Encyclopedia of South East Asia | 4500 | R. Rajendra Kumar | 4 | New Delhi, 2006 |
| Encyclopedia of Everything | 1995 | Do | 1 | New York, 2014 |
| Encyclopedia of Chemistry | 2500 | O.P. Sharma | 1 | New Delhi, 2003 |
| Encyclopedia of Fish Culture | 3000 | S.M. Hussain | 3 | New Delhi, 2002 |
| Encyclopedia of Chemistry | | O.P. Shalema | 1 | New Delhi, 2003 |
| Encyclopedia of Idioms and Proverbs | 1500 | BashuMitra | 1 | New Delhi, 2006 |
| A-Z Illustrated Encyclopedia of Math | 750 | Anjali Jain | 2 | New Delhi, 2004 |
| Encyclopedia of Famous World Literature | 500 | R. Garnett | 20 | New Delhi, 1988 |
| Encyclopedia of North East India | 750 | H.M. Bareh | 8 | New Delhi, 2004 |
| Encyclopedia of Geography | 495 | Deepak Jain | 2 | New Delhi, 2001 |
| Encyclopedia of Biology | 750 | Ekta, Thani | 3 | New Delhi, 2001 |
| McGraw Hills Encyclopedia of Science | | Do | 5 | |
| Encyclopedia of Science Technology | | Ice-Lyt | 7 | |
| A-Z Lustrated Encyclopedia | 700 | N. Kumar | 2 | New Delhi, 2004 |
| | | | | |

| | | | | |
|---|---|---|---|---|
| Encyclopedia Dictionary of Economics | 450 | Deepak Jain | 2 | New Delhi, 2004 |
| A-Z Illustrated Encyclopedia | 700 | Anjali Jain | 1 | New Delhi, 2004 |
| Encyclopedia of North East India | 750 | H.M. Baheh | 6 | New Delhi, 2004 |
| Encyclopedia of Indian Proverbs | 9500 | P.C. Borua | 8 | New Delhi, 2000 |

**4.2.3 Does the institution have the following:**

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** C. Any 2 of the above

| File Description | Document |
|---|---|
| Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc | View Document |
| Any additional information | View Document |

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 0.56

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0.059 | 0.059 | 0.072 | 2.49 | 0.128 |

| File Description | Document |
|---|---|
| Details of annual expenditure for purchase of books and journals during the last five years | View Document |
| Audited statements of accounts | View Document |
| Any additional information | View Document |

**4.2.5 Availability of remote access to e-resources of the library**

**Response:** No

**4.2.6 Percentage per day usage of library by teachers and students**

**Response:** 0.89

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 5

## 4.3 IT Infrastructure

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

**Response:**

The College has 28 desktop computers and five laptop. Brands of computer available in the institution are HP, Lenovo, Dell and Compaq. Internet facilities are wide open in the college. Every department of both Arts and Science has now been equipped with computer and internet connectivity. The college has a Computer Lab where a number of computer sets are available to the students during college hour. Wi-Fi is also accessible in the campus. It is used by staffs and students during working hours on all working days for their subject based solution.

| No. of Computer | Software install | Printer | Location | User |
|---|---|---|---|---|
| 1 | window 10 | Nil | Principle office | Principle |
| 1 Desktop,1 laptop | window 10 | Printer / scanner | Administrative staff | Clerical staff |
| 1 (Laptop) | Window 10 | Printer | Examination in charge | Examination Cell |
| 3 | window 10 | | Printer/Copier | Librarian (ic)and studen |
| 1 | Nil | | Chemistry | Faculty |
| 1 | Comp age, window 7 | | Zoology | Faculty |
| 1 | Window 7 | | Physics | Faculty |
| 1 | Window 7 | Printer | Economic Dept. | Faculty |
| | window 10 | Printer | NAAC office | NAAC staff |

| | | | | | |
|---|---|---|---|---|---|
| 1 | | | | | |
| 1 | Window 7 | Nil | Mathematics Dept. | Faculty | |
| 13 | Window 7 and 10 | | Computer lab | Students | |
| 1 | Window 7 | Nil | Geography Dept. | Faculty | |

**4.3.2 Student - Computer ratio**

**Response:** 18.5

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**
**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 5-20 MBPS

| File Description | Document |
|---|---|
| Any additional information | View Document |

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**

**Response:** No

| File Description | Document |
|---|---|
| Facilities for e-content development such as Media Centre, Recording facility,LCS | View Document |

## 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response:** 100

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 93.63091 | 108.02564 | 27.35123 | 41.18990 | 63.40883 |

| File Description | Document |
|---|---|
| Details about assigned budget and expenditure on physical facilities and academic facilities | View Document |
| Audited statements of accounts. | View Document |

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

**Response:**

The College ensure the maintenance of the college infrastructure by holding regular meetings of various committees. Based on the need for assessment, equipment's, furniture, laboratory, classroom, library, sport, academic support and computer, budget provisions are optimally made. The College Development Fund is utilized for maintenance of infrastructure. As a Government institution, the college is fully funded by the Government. That is, all expenditure of the college is borne by the government. In addition to this, UGC and RUSA extend financial support to the faculty for its academic advancement. The higher education department, Government of Manipur releases annual funds for the maintenance of infrastructure and other daily expenditure. Some of the funds are provided on the basis of demand and request made by the Head of Institution. If power supply is interrupted, the College has a power generator standby. The maintenance of toilet and service area is done regularly by concerned staff.

The laboratory equipment is maintained at the departmental level by the staff. Stock registers are maintained by the departments to keep account of the equipment's and machines, consumable chemicals, glassware's used in the laboratory.

The construction committee looks after the construction and repairing work done in the College from time to time.

# Criterion 5 - Student Support and Progression

## 5.1 Student Support

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

**Response:** 13.62

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 129 | 172 | 27 | 39 | 19 |

| File Description | Document |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarships | View Document |
| Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years | View Document |

**5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years**

**Response:** 0.1

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 3 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Number of students benefited by scholarships and freeships besides government schemes in last 5 years | View Document |
| Any additional information | View Document |

**5.1.3 Number of capability enhancement and development schemes –**

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** D. Any 4 of the above

| File Description | Document |
|---|---|
| Details of capability enhancement and development schemes | View Document |
| Any additional information | View Document |

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 0

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Number of students benefited by guidance for competitive examinations and career counselling during the last five years | View Document |

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 9.23

5.1.5.1 Number of students attending VET year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 180 | 24 | 0 | 0 | 48 |

| File Description | Document |
|---|---|
| Details of the students benifitted by VET | View Document |
| Any additional information | View Document |

**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

**Response:** Yes

| File Description | Document |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View Document |
| Details of student grievances including sexual harassment and ragging cases | View Document |
| Any additional information | View Document |

## 5.2 Student Progression

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

**Response:** 2.09

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 6 | 0 | 12 |

| File Description | Document |
|---|---|
| Self attested list of students placed | View Document |
| Details of student placement during the last five years | View Document |

**5.2.2 Percentage of student progression to higher education (previous graduating batch)**

**Response:** 4.43

5.2.2.1 Number of outgoing students progressing to higher education

Response: 7

| File Description | Document |
|---|---|
| Upload supporting data for student/alumni | View Document |
| Details of student progression to higher education | View Document |

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Number of students qualifying in state/ national/ international level examinations during the last five years | View Document |

## 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) during the last five years.**

**Response:** 0

5.3.1.1 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-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years | View Document |

**5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

**Response:**

| Designation of the Council | Name of the Student's Council |
|---|---|
| President | Dr. M. Mangi Singh (Principal) |
| Vice- President | Irom Angouba Singh (Asso. Prof.) |
| General Secretary | Leishemba Haobijam |
| Finance Secretary | Rajkumar Salam |
| Social and Culture Secretary | Thounaojam Samson Singh |
| Magazine Secretary | Angom Rameshori Devi |
| Game and Sports Secretary | Thokchom Thoithoibasingh |
| Debate and Extension Secretary | Khwairakpam Chingkheingamba |
| Boys Common Room Secretary | Khangembam Suresh Raina Singh |
| Girls Common Room Secretary | Ningthoujam Janeshori Devi |

C.I. Students' Union has its own activities for the welfare of the college under the supervision of teachers-in – charge. Moreover, all activities are in a collective responsibility of the students:

1) Students' Union organizes ANNUAL Sports Meet, Study Tour Programs, and Annual Fresher Meet, NSS Day, NCC Day and many other activities.

2) Students' Union organizes Inter-college sports meets.

3) Every year College Magazine is Published by the Union.

4) Source of funding is union fee, sports fee and student welfare fee etc. at the time of admission.

The Students' Union plays an important part in encouraging and motivating students to participate in NCC, NSS activities.

| File Description | Document |
|---|---|
| Any additional information | View Document |
| Link for Additional Information | View Document |

**5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**

**Response:** 0.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 1 | 0 |

| File Description | Document |
|---|---|
| Number of sports and cultural activities / competitions organised per year | View Document |
| Any additional information | View Document |

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The C.I. College Alumni Association was established on the 04/01/2019 and association was registered under Manipur Society Register Act 1 of 1990 bearing Regd. No 699 of 2019. The alumni has a good contribution to the growth and development of the college. We are expecting that the association will be playing active role for the progress and development of the college in the near future. The following are the office bearers of the Association:

| | |
|---|---|
| H.Yaima Singh (Associate Prof.) | President |
| Th. Nandashyam Singh (Lecture) | Vice President |
| Rajkumar Marjit Singh (Assistant Prof.) | General Secy. |
| W. Lukhoi Meitei (Assistant Prof.) | Assistant Secy. |
| Dr. A.Shyam Singh (Assistant Prof.) | Treasurer |

| File Description | Document |
|---|---|
| Any additional information | View Document |

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**
**? 5 Lakhs**

**4 Lakhs - 5 Lakhs**

**3 Lakhs - 4 Lakhs**

**1 Lakh - 3 Lakhs**

**Response:** <1 Lakh

| File Description | Document |
|---|---|
| Alumni association audited statements | View Document |

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 1 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Number of Alumni Association / Chapters meetings conducted during the last five years. | View Document |
| Any additional information | View Document |

NAAC

# Criterion 6 - Governance, Leadership and Management

## 6.1 Institutional Vision and Leadership

### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

The C. I. College, Bishnupur established in 1965 is guided by its Vision and Mission statement. The vision of C.I. College is

- Transforming the college into an institute of excellence
- Learning to grow ever by optimum utilization of resources
- Enlightening knowledge to create responsible citizens
- Scaffolding the society with unbounded sharing of knowledge

The mission of C.I. College aims at realizing the vision of the college through a well-defined target and untiring efforts as given below:

- Equipping the students with best knowledge and skills compatible to global challenges
- Incorporating ethical value in the conventional education system
- Cultivating learning habit and spirit of dedication
- Creating an inclusive and equitable learning environment

C. I. College strives towards teaching, educating, and guiding students both inside and outside the classroom. The college gives utmost importance to benefiting to students from the courses offered and taught to them. Classroom teaching and other activities of the college are geared to achieve these objectives.

**Quality Policy:** The quality policy of C. I. College is clearly discernable from the Vision and Mission, which is self-explanatory. The college is also deeply concerned about the well-being of the local populace. Therefore, the college is ever ready to give support and help anyone who seeks education irrespective of case, religion, and background.

**Reflection of an effective of vision and mission leadership of institution:** The Principal, as head of the Institution formulates the strategic plans of the college in consultation with teachers, students and non-teaching staff. The Principal ensures fulfillment of the mission of the college. He convenes meetings with the other stakeholders for soliciting their suggestion and views on his strategies and plans. As the Chairman of the IQAC, the Principal places the plans and strategies at the IQAC meetings. Once formulated strategies and plans are approved in the college, the Principal communicates the same to all concerned person/ authorities for further action and necessary assistance.

The Principal adopts participatory management for smooth administration and holistic development of the institution. The IQAC headed by the Principal oversees the overall quality parameters of the college. NAAC Steering Committee looks after all matters related to NAAC assessment and accreditation. Academic matters are mostly discussed with the IQAC and Academic Committee. Examination matters are mostly discussed with the examination committee. There are also Committees/ Cells such as Grievance

Redressal Cell, Environmental Cell/ Eco-Club, Career Counselling Cell, Soft- skill Development Cell, Yoga Cell, Tutorial, Research Committee, Finance Committee, NSS Cell, NCC Cell, Admission Committee, Examination Committee, Library Committee, Aids Awareness Committee, Planning Committee. These cells/committees are constituted by the Principal in consultation with IQAC. The Principal holds discussions with these cells on the subjects relevant to the respective committees. Based on the discussion with these cells, the Principal draws conclusion, thereby ensures support and quality culture in the policy making process.

The college also has an Alumni Association and Parents Association whose contributions for the improvement and growth of the college is always welcome by the college.

| File Description | Document |
|---|---|
| Any additional information | View Document |

**6.1.2 The institution practices decentralization and participative management**

**Response:**

The institution practices participatory and decentralized governance system. As mentioned earlier, the different committees/cells are constituted for smooth administration and for sustenance of academic atmosphere in the campus. The IQAC and Academic Committee plays a key role in the implementation of the academic plans and programme of the college.

At the department level, each department has one HoD who is authorized to decide on academic and student centric affairs of his/her department. Every department has the freedom to divide courses/ subjects among its faculty, conduct internal examination/ test, assignment, purchasing of subject specific books for the library, selection of equipment's for laboratory, etc. (all coordinated by the concerned HoD).

The following points further testify practices of decentralization and participative management in the college at various levels:

1. Nodal Officers are appointed from among the faculty to manage some special responsibilities such as there are Nodal Officers for C.I. College Community College, one for RUSA and one for B.Voc Courses.
2. NCC and NSS in-charge are appointed from among the faculties.
3. The IQAC Coordinator is selected from among the teaching staff who is entrusted the responsibilities to ensure enhancement of quality parameters and internalization of quality culture in the institution.
4. The HoDs lead their respective departments.
5. Faculty are given additional responsibilities as Convenor/ Coordinators/ In-charges of different Committees /Cells on the basis of their experience.
6. The teaching faculty are also given the opportunity to engage in various administrative and academic processes including Admission. Examinations, Students' Elections, etc.
7. The head Clerk is a member of all the different committees.
8. There is also a teacher's association called C.I. College Teachers' Association (CICTA) whose

views and opinions are highly valued by the institution**.**

## 6.2 Strategy Development and Deployment

**6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution**

**Response:**

C.I. College has its own vision and mission statements, which guide the overall quality plan and policy of the institution. For overall development of the college and proper utilization of its resources, the following are considered in the formulation of perspective plan.

**Academic aspects:** The College

- Plans to introduce job and skill oriented courses through which the institution can make higher education more relevant to the learners.
- Plans to introduce IGNOU Study Centre so that the College would be able to serve more sections of the society in need of education.
- Plans to develop/build closer and stronger relationship with the community through its various extension activities.
- Plans to introduce/equip all departments with ICTs for effective academic transaction.
- Plans to tackle high student's absenteeism and high dropout from the College.

**Infrastructural aspects:** The College tries to

- Make the college more congenial for academic environment through various infrastructural development and beautification of the College campus. This includes, to rejuvenate
- The existing old and weak semi-pucca class room (13nos.)
- Laboratories of five Science Departments
- Library main building, administrative block, hostels, toilets
- Botanical garden
- To create sufficient and better classroom facilities with ICT so that it will be a comfortable and convenient environment for both the students and teachers. A smart and standard classroom will also attract students and it may reduce student absenteeism.
- Tries to provide computer to every department linked with internet facilities (broadband).
- Have 24x7 clean water supply essential for drinking, for cleaning of the toilets, for science laboratory, for its swimming pool, and for the animals and birds living in the campus.

**Administrative aspects:** The College

- Emphasizes upon building a strong and good relationship with all its stakeholders for holistic development of the institution.
- Desire the appointment of the teaching faculty and administrative and technical staffs by the Government as per sanctioned posts.
- Give emphasis to documentation and maintaining of files (that it lacks in the past) at the office and department level.

- Encourages its teachers to attend seminars, orientation courses, refreshers courses, conferences to enhance their academic abilities. Teachers are also encouraged to undertake Ph.D.study and take up research projects as per their areas of interest.
- Encourages its students to be regular in the class, to make use of the library, to discuss among them and to read daily newspaper. This is necessary because it will make them more knowledgeable, confident, analytical, and prepare them for their further endeavor.
- Plans to constitute placement cell.

**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Response:**

**ORGANISATIONAL STRUCTURE AT THE COLLEGE**

<table>
<tr><td colspan="5">Principal</td></tr>
<tr><td>Administrative Staff</td><td>Teaching Staff</td><td>Planning Committee</td><td>Academic Committee</td><td>Co-curricular Activiti</td></tr>
<tr><td>Head Clerk</td><td>HoD</td><td>Finance Committee</td><td>Admission Committee</td><td>NCC</td></tr>
<tr><td>Ministerial Staff</td><td>Assistant Professor</td><td>Construction Committee</td><td>Examination Committee</td><td>NSS Committee</td></tr>
<tr><td rowspan="6"></td><td>Librarian</td><td>IQAC</td><td>Research Committee</td><td>Students Union</td></tr>
<tr><td rowspan="5"></td><td>Alumni Association</td><td>Soft Skill Committee</td><td>Grievance Redressal</td></tr>
<tr><td>Parents Teachers Association</td><td>Remedial Coaching Cell</td><td>Eco. Club</td></tr>
<tr><td rowspan="3"></td><td>Yoga & Meditation Committee</td><td>Career Counselling C</td></tr>
<tr><td>Library Committee</td><td>AIDS Awareness Co</td></tr>
<tr><td>Canteen Committee</td><td>Women Cell</td></tr>
</table>

| | | | | |
|---|---|---|---|---|
| | | | ST/SC Committee | ASER Committee |
| | | | | D.El.Ed. Committee |

**Recruitment:** Teachers in the college are recruited and appointed by the Government of Manipur through competitive examination conducted by Manipur Public Service Commission (MPSC). The college does not have any role in this regard.

Non-teaching staff of the college are also appointed by the Government.

**Promotion Policy:** C.I. College being a Government institution, promotion of its teaching staffs are made by the Government depending upon qualification, professional experience and performance appraisal method and also as per the promotion policy of the Directorate of University and Higher Education, Government of Manipur.During the last five years, three faculty members, one from History and two from Zoology Department, were promoted to Associate Professor through C.A.S.

Promotion of non-teaching staffs are based on seniority. They are subject to promotion in their respective fields after a period of service not less than 10 years.

**Grievance Redressal:** The Institution has a Grievance Redressal Committee to address the problem faced by the students on diverse issue. There is also a Women's Cell with a Coordinator to address problems related to girl students.

| File Description | Document |
|---|---|
| Link for Additional Information | View Document |

**6.2.3 Implementation of e-governance in areas of operation**

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** E. Any 1 of the above

| File Description | Document |
|---|---|
| Details of implementation of e-governance in areas of operation Planning and Development,Administration etc | View Document |

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

As mentioned earlier, the college has different Cells/Committees. The existing cells/committees meet from time to time to deliberate on issue pertaining to their respective areas. For instance, in a meeting held on 5th October 2018 at 1.00 pm in the Teachers Common Hall of C.I. College, Bishnupur, the member present unanimously resolved to initiate the accreditation process of NAAC at UG level in the academic year 2018-19. Accordingly, NAAC Steering Committee was reconstituted and a new Coordinator as well as new members were appointed by the Principal. The NAAC Steering Committee has the responsibility of looking after all matter related to NAAC assessment and accreditation. The Committee prepares this SSR (Self Study Report) of the College according to the different criteria of NAAC revised manual format. Given below are some of the meetings, agendas and other deliberated by existing cells/committees:

| Date | Agenda | Cell/Committee | Action taken |
|---|---|---|---|
| 20/8/2014 | To discuss about seminar on assessment and accreditation of NAAC | NAAC Steering Committee | Completed |
| 13/09/2014 | To discuss about untimely death of our loving students and injured students | Grievance Redressal and Planning Committee | Completed |
| 21/8/2014 | To discuss about the career guidance program | Career Committee and Planning Committee | Completed |
| 9/9/2014 | To discuss about the 22nd National Children Science Congress | NAAC Steering Committee | Completed |
| 30/9/2014 | To discuss about the National Sanitation program | NAAC Steering Committee, Planning Committee and NSS | Completed |
| 13/10/2014 | To discuss about the consumer awareness Program | Grievance Redressal Cell | Completed |
| 15/10/2018 | Issue related to Scheduled Tribe Students of C.I. College | ST Committee | Completed |

| File Description | Document |
|---|---|
| Any additional information | View Document |

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The Institution has effective welfare measure through the Manipur Government and the affiliating University and the C.I College teachers Association (CICTA) play an important role in this regard. There is a provision for maternity leave for ladies staff. The institution has various effective welfare measures for teaching and non-teaching staff. Group insurances are compulsory for both teaching and non-teaching staff. Various leaves are available for teaching and non-teaching staffslike vacation leave, causal leave, earned leave etc. Loan facilities like Housing loan, Car loan, Medical reimbursement etc. are also made available. Leave travelling concession for both teaching and non-teaching staffs is also provided.

Part of amount collected in the staff association is spent on farewell functions.

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

**Response:** 0

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years | View Document |

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

**Response:** 0

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff | View Document |

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response:** 15.39

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 4 | 4 | 5 | 3 | 5 |

| File Description | Document |
|---|---|
| IQAC report summary | View Document |
| Details of teachers attending professional development programs during the last five years | View Document |

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

The institution has Performance Appraisal System which is the only mechanism for the assessment of the performance of the faculty members. The format being prescribed by the Directorate of University and Higher Education, Govt. of Manipur, to be filled up by the respective faculty members duly countersigned and verified by the concerned Head of Departments. Candidate may offered themselves for assessment for promotion if they fulfil the minimum API scores indicated in the appropriate API system table by submitting an application and required PBAS (Performance Based Appraisal System) as per the UGC Career Advancement Scheme guideline for qualification.

For non-teaching staffs UGC regulated Career Advancement Scheme is not applicable. They are subject to promotion in their respective fields after a period of service not less than 10 years. The Institution maintain Confidential Report (C R) file on the performance of the non-teaching staff prepared by the principal.

## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution conducts internal and external financial audits regularly**

**Response:**

The C.I. College has statement of account for every year audited by internal and external audit system. Directorate of Local Fund Audit, Govt. of Manipur is for internal audit. Fund or grant received either from UGC, RUSA, State government and total fee collected from the students are audited regularly. Stock registers are maintained by the College. Accountant General (A.G.) office, Govt. of Manipur conducts external audit. Last audit was done on 21/03/2019 from 2014-2018 and the Local Fund Audit Govt. of Manipur on 27/04/ 2018.

All the official procedures are completely done by preparation of voucher stock entry and issue of cheque to the concerned and record are maintained.

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

**Response:** 0

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

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

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

**Response:**

Funds from the admission and funds from the U.G.C., RUSA and State Government fail to meet the up-to-date requirement of the College. The local administration and the Bishnupur Municipal Council is requested by the College authority to help in addressing grievances faced by the College. Consequently, two approach roads are cleared among the woods up to the swimming pool and the football ground.

## 6.5 Internal Quality Assurance System

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

**Response:**

In C.I. College, the IQAC was formed on 5 October 2018. The IQAC is instrumental in maintaining quality culture in the institution. The activities of IQAC are student-centric. Headed by the Principal, the IQAC looks after the overall activities of the College. From time to time, it holds meetings with the various cells and committees formed under it, coordinating their activities in the assurance of quality culture. Most of the quality improvement related activities of the College are carried out through the relevant cells of the IQAC. The Academic Committee too seriously takes into account the specific decisions of IQAC and provides necessary feedback to it.

The IQAC adheres to the policy of engaging teaching and non-teaching staffs of the College in its activities. It integrates both the academic and administrative activities into the system. Some of the achievements and activities of the College under the watch of the IQAC are as below,

**Achievements:**

1. Four of our faculty members have submitted their Ph.D. thesis.
2. Two of our faculty members completed their Minor and Major Research Project.
3. Almost all of our faculty members published their research papers in reputed journals.

**Unique Practices:**

1. Faculty members are granted leave to participate in short term courses and various workshops related to Research methodology.
2. Fully support faculty member to publish research paper in reputed journals.
3. UGC and University Circular pertaining to research are displayed on the Notice Board.
4. With the help of the RUSA & State grant, efforts have been made to develop infrastructure.
5. Research Committee has been formed in the College.

**Curriculum Enrichment in the Institution:**

1. Under the Community College, one year Diploma course in Diabetes Educator was introduced in the academic session 2015-16.
2. One year IT & ITES Diploma course was introduced in the academic session 2017-18
3. Diploma and three year degree course in Hospitality Management has been introduced in the academic session 2018-onward.
4. Health Care Diploma and Degree course was introduced from 2018-onward.
5. Solar P.V. Installer Diploma and Degree course was introduced from 2018-onward.

**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**

**Response:**

IQAC of the College is always keen to see that quality is maintain in all areas of academics and administration. It oversees teaching- learning process in the College is going on well and up to the mark. IQAC supervise and reviews activities of the College directly, or through the Academic Committee and all the Heads of the departments.

The IQAC in consultation with the Academic Committee regularly reviews the teaching-learning process. Semester examination take place twice a year in a half yearly method. At the end of each semester examination students are made to attend regular classes from the next week. For students involving in practical examination, it takes a few days more to attend regular classes till their practical examination are over. For other departments classes are normally started as soon as semester examination are over. The Academic Committee takes the responsibility of framing academic routine. Heads of all the departments take the responsibility of giving the work load to the faculty members. The Heads of the departments sees that classes are taken regularly and students are attending their respective classes.

At the departmental level outcomes of the teaching-learning are measured by conducting unit tests periodically based on the coverage area of the syllabus. Records of these unit tests are kept along with question papers and answer scripts. The Academic Committee periodically makes a survey of these unit tests before the arrival of semester examinations which are conducted by the Manipur University.

Another part of the teaching-learning process is conducted through the library. It is surveyed by the record of students and teaching faculty regarding their entry into the library and reading different books on different subjects. A register is maintained in the library marking the entry of students and teachers into the library. The library has a total collection of over 6,920 (Six Thousand Nine Hundred and twenty) books all automated.

To keep up to the global pace and to make teaching-learning process more interesting and up to date, the College has introduced / installed two ICT projectors in two room. More ICT projector will be installed in the coming days depending on the availability of fund. Moreover, on every weekend the Inter-Departmental Lecture-Cum Interaction is held which is attended by the teachers. Teachers are always encouraged to attend orientation and refresher courses periodical in the national and state levels. They are also encouraged to do research works by undertaking Ph.D. and research projects. It is quite noteworthy that during the last five years four faculties- one each from Zoology, Economics, Philosophy and Chemistry Departments have submitted their thesis. Two faculties have undertaken minor research projects under U.G.C.

Teachers of the College are always available to give quality teaching and guidance to the students. It is the desire of the College that students' gets equal treatments and equally benefits from the courses offered/taught to them. Remedial and tutorial classes constitute part of the teachers' time-table.

To the credit of the College, C.I. College Bio-Tech Hub, under the Ministry of Bio-Technology, Government of India is taking a major role in teaching-learning process especially for four departments, Physics, Chemistry, Botany and Zoology. Students of these departments are benefitted by the Bio-Tech Hub which has now been promoted to advance level.

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response:** 0.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 1 | 0 | 0 | 0 | 1 |

| File Description | Document |
|---|---|
| Number of quality initiatives by IQAC per year for promoting quality culture | View Document |

**6.5.4 Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** E. None of the above

| File Description | Document |
|---|---|
| Details of Quality assurance initiatives of the institution | View Document |

**6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)***

**Response:**

| Year | Realm | Quality Initiatives |
|---|---|---|
| 2014-15 | Academic & Administration | *Admission process in the College was made transparent and counselling of fresher students under the advice of Academic Committee was held.<br><br>* Computerization Salary Account (COSA) has been |

| | | |
|---|---|---|
| | | implemented in the College.<br><br>* One day Seminar on “Accreditation Process of NAAC” was organized in the College. Resource person’s includes Dr. S. Noren Singh, IQAC Coordinator, Imphal College; Benjamin Nattar, Coordinator, IQAC, Manipur College; Ng. Manaranjan Singh, Assist. Coordinator, IQAC; Dr. S. Sanatomba Singh, Assist. Coordinator, IQAC, Manipur College.<br><br>* District Level Workshop on the 22ndNational Children’s Science Congress was held/organized in the College.<br><br>*On 22/8/14, Workshop & Awareness of CQ Test was held in the College.<br><br>*On 30th September 2014, the College observed Swachh Bharat.<br><br>*The College organized National Level North East Workshop on Cryptology during 22-24/01/2015. |
| 2015-16 | Academic & Administration | * On 5th Feb. 2015, the College entered its 50th years of existence and the occasion was celebrated with pomp and fanfare.<br><br>* Under C.I. Community College, one year Diploma Course on Diabetes Educator was introduced in the College.<br><br>* Doctors from Regional Institute of Medical Science (RIMS), Imphal gave a talk on “Knowledge on Cervical Cancer and Human Papilloma Virus (HPV) Infection” in the College on 31 January 2015. |
| 2016-17 | Academic & Administration | * Departmental Lecture cum Interaction Programs was initiated in the College.<br><br>* Three faculty members - 2 from Zoology and 1 from History Departments are promoted to Associate Professor through C.A.S. |
| 2017-18 | Academic & administration | * One year Diploma IT&ITES under RUSA was introduced in the College.<br><br>* Time Table.<br><br>* The financial account/record of the College was audited by Directorate of Local Fund Audit, Government during the period.<br><br>* AIDS Awareness Programs was organized by NSS Cell of the College during the period. |

| | | |
|---|---|---|
| 2018-19 | Academic & Administration | * B.Voc. Course and Three Year Degree Courses each on Hospitality Management, Health care, Solar P.V Installer were introduced in the College.<br><br>* College has set up an Alumni Association and was registered with the Government under Society Act with register no. 699/2019.<br><br>* World Environment Day was observed by the College.<br><br>* Parents Association was formed in the College for the first time.<br><br>* On 01 December 2018, one Day Seminar on “Assessment and Accreditation Process under NAAC” was held in the College with resource person Y. Modhu Singh, former IQAC Assessor, Moirang College.<br><br>* The College Library was partially Automated with KOHA software, version 18.05.<br><br>* The College Campus was made Wi-Fi enable for the first time.<br><br>* One minor research project & one major research project with a total outlay of Rs 1.75 L and Rs 23.59 L respectively was undertaken by two teachers.<br><br>* Two Water Harvest system was constructed by the College during the period.<br><br>* Short term course on News Reporting, under the state Institution of Journalism Imphal, Manipur was held in the College. |

# Criterion 7 - Institutional Values and Best Practices

## 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 1 | 1 | 0 | 2 | 3 |

| File Description | Document |
|---|---|
| Report of the event | View Document |
| List of gender equity promotion programs organized by the institution | View Document |

**7.1.2**

1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

**Response:**

**Safety and Security:**

The institution is sensitive towards social problems and gender related issues. It give priority to safety and security of all the students and teachers. The college has an engaged Chowkidar to keep an eye on the college campus. State security forces visits regularly the campus, thereby supplement the role of the Chowkidar. Monkeys living in the campus are fed regularly so that they do not cause disturbance to the teachers, students and other staff. Being located at the top of a small hillock and surrounded by woods, the campus is cleaned regularly to make it free from harmful waste. First aid equipment's are available in Vocational centre for any untoward incidents. A multi-step cemented approach road with a resting place is build besides the regular tarred road for the convenience of the students. Last but not the least, the Grievance Redressal Committee remains always active to address the problems of students, teachers and staff.

**Counseling:** Proper counseling is done right from the start of admission, regarding the choice of subjects. The Grievance Redressal Committee counsels a student who is suspected to have stress or whenever a notice is served regarding the problem of a student. In fact, the college have given free admission to three students in an academic year after making thorough enquiry of their claim. Counseling of underperformed students are also done in presence of Head of the institution.

**Common Room:** There is a Girl Common Room for the students adjacent to the Library for the convenience of the girls. Boys common room is located near the Students' Union Room. There is also Women Rest Room near the Girls' Common Room.

**7.1.3 Alternate Energy initiatives such as:**

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

| File Description | Document |
|---|---|
| Details of power requirement of the Institution met by renewable energy sources | View Document |

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs**

**Response:** 38.78

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1664.4

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4292.4

| File Description | Document |
|---|---|
| Details of lighting power requirements met through LED bulbs | View Document |

**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

The College has less than 60 teaching and non-teaching staff and about 500-600 students. So the amount of waste generated is minimum. Hence waste management is done at the institutional level without involving other agency.

**Solid Waste Management:** Solid waste generated in the institution mainly consists of waste paper. Plastics and other non-biodegradable solid waste are of minimal quantity. All these solid waste are first collected in the dustbin. At the weekend, these waste are disposed at the disposal site of Bishnupur Municipal Council using a vehicle. Proper care is taken if the waste include glasses/pieces of glasses, so that it doesn't harm the college community as well as the surrounding of the place where it is disposed.

**Liquid Waste Management:** Liquid waste mainly constitutes of the chemicals from chemistry department. These wastes are collected in proper container and then stored separately. Along with the solid waste they are also disposed of at the disposal site of Bishnupur Municipal Council.

**E-waste Management:** E-waste are generally recycled. They are at first checked thoroughly for possibility of recycling. If found possible, they are stored in a separate room for future repairing. Those that are not possible, are collected at a different place and then disposed at the weekend along with solid and liquid waste. But such e-waste are of negligible quantity compared to others.

| File Description | Document |
|---|---|
| Any additional information | View Document |

**7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

The College has two rain water harvesting structures. One is located behind the Zoology and Chemistry departments. This structure has a capacity of 12 kiloliters of water. Rain water collected on this block is stored in this structure and then pass on to an overhead tank to be supplied to the departments.

The other storage structure is located near the Students Union room. Rain water collected on this block is made available to be used in the adjoining washroom.

| File Description | Document |
|---|---|
| Any additional information | View Document |

**7.1.7 Green Practices**

- **Students, staff using**

**a) Bicycles**

**b) Public Transport**
**c) Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

Green Practices:

1. **Bicycles**: Bicycle are less used in the college campus due to its location at the top of a small hillock. The institution still has a cycle shed for teaching and non-teaching staff, and students.
2. **Public Transport:** Public transport is not accessible in the campus because of its location, even though most teachers and students used public transport to reach Bishnupur Market which is 50 m away from the college.
3. **Pedestrian Friendly Roads**: The college has a pedestrian friendly multistep cemented road with resting place, besides the regular tarred road.
4. **Plastic Free Campus***:* The institution is very sensitive and initiative are being taken to make the campus a plastic free zone. Institution does not support use of polythene bags.
5. **Paperless Office***:* The institution has reduced use of paper; ban of paper for official purpose is yet to be realized.
6. **Green landscaping trees and plants*:*** C.I. College has taken up measures for conservation of plants inside the campus. Greening the campus for an eco-friendly environment is another initiative taken up. Every year tree plantation and proper maintenance of the saplings is looked upon. Swachhata Abhiyan is regularly observed every year by the college.

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**

**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|---|
| Details of expenditure on green initiatives and waste management during the last five years | View Document |

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** D. At least 2 of the above

| File Description | Document |
|---|---|
| Resources available in the institution for Divyangjan | View Document |
| Any additional information | View Document |

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 2 | 1 | 0 | 0 | 1 |

| File Description | Document |
|---|---|
| Number of Specific initiatives to address locational advantages and disadvantages | View Document |
| Any additional information | View Document |

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last**

**five years (Not addressed elsewhere)**

**Response:** 4

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 2 | 1 | 0 | 0 | 1 |

| File Description | Document |
|---|---|
| Any additional information | View Document |

**7.1.12**
**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

| File Description | Document |
|---|---|
| Any additional information | View Document |
| URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics | View Document |

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

| File Description | Document |
|---|---|
| Any additional information | View Document |
| Provide URL of website that displays core values | View Document |

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

| File Description | Document |
|---|---|
| Details of activities organized to increase consciousness about national identities and symbols | View Document |

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

| File Description | Document |
|---|---|
| Provide URL of supporting documents to prove institution functions as per professional code | View Document |

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 9

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---|---|---|---|---|
| 1 | 2 | 0 | 2 | 4 |

| File Description | Document |
|---|---|
| List of activities conducted for promotion of universal values | View Document |

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

Every year, C.I. College organizes/observes important festivals and anniversaries like:

| Events | Date | Organizing Cells/Committees |
|---|---|---|
| AIDS awareness Program | 28/11/2014 | NSS Cell |
| Rashtriya Ekta Diwas | 13/11/2014 | Academic Committee |
| World wetlands Day | 2/2/2016 | Botany Department |
| 126th Patriots' Day | 13/8/2017 | C.I. College |
| World Environment Day | 5/06/2018 | Dept. of Zoology & Biotech Hub C.I. College |
| Voter Registration Awareness Program | 2018 | Election Commission of India with C.I. College |
| NSS Day Observation | 24/8/2018 | NSS Cell & NAAC, C.I. College |

**7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

**Response:**

The transparency in functioning of finance, academic, administrative and auxiliary matter is understood from the fact that the institution has different committees/cells to look after them. The Finance Committee is headed by the Principal and has a senior teacher as its Convener along with four other members. Likewise the Academic Committee has the Principal as Chairman, a Convener who is a senior teacher and other members. Quality functioning of all these committees including administrative functioning is again look after by the IQAC. The IQAC look after overall quality functioning of the college. Like other cells/committees, the IQAC is headed by the Principal. In order to maintain transparency there is a Co-ordinator and seven other members whose reviews and suggestions are at par with that of the Chairman.

## 7.2 Best Practices

**7.2.1 Describe at least two institutional best practices (as per NAAC Format)**

**Response:**

**Best practice 1: "Fortnightly Faculty Lecture cum Interaction Series"**

**The context and goal:** No subject is an island. Rather, all subjects are inter-dependent. Knowledge grows when different ideas and knowledge are shared. Understanding and respect among persons grows through interaction. The main aim of this Lecture series are,

1. Sharing of knowledge and learning from each other.
2. Training teachers to be articulate.
3. Inculcating academic/research attitude.
4. Understanding the linkages of all subjects.
5. Deviating from monotonous teaching.

**The Practice**: The resolution for initiating a Faculty Lecture Cum Interaction Programme was adopted by the Academic Committee on 02nd May, 2016. The NAAC Steering Committee, which was given this

responsibility, started the series on 14th May, 2016. The practice has been that, two teachers deliver lecture on topics of their interest, followed by interaction. Some of the lectures/interactions are video recorded. Topic details of some lectures delivered by the teachers of the College are:

1. "Where the Mind is without fear" (Nationalism in Tagore's poem) by L. Mahendra Singh, Ex-Principal.
2. "*Lai Haraoba*" (The traditional deity festival of the Meiteis/Meeteis) by N. Ibopishak Singh. HOD, Manipuri Department, C.I. College.
3. "New Education Policy" by Dr. Kh. Ibohalbi Singh, Education Department.
4. "Cryptology" by Dr. S. Samarendra Singh, Mathematics Department.
5. "Unlocking the Ramayana" by Dr. Bhabananda T., History Department.
6. "Wonder of the hereditary materials and application of PCR" by M. Bimola Devi, Zoology Department.
7. "Some of the electromagnetic radiation and their properties" by K. Ibomcha Singh, Physics Department.
8. "The Biological Chemistry of the elements with special reference to trace elements" by M. Roma Devi, Chemistry Department.
9. "*Shagol Kangjei*" (Polo) by L. Sobita Devi, Manipuri Department.
10. "Women: English Writer in the North East India" by Th. Memngoubi Devi, English Department.
11. "Word Formation" by Dr. L. Joyraj Singh, English Department.
12. "Sonnet, its kind and characteristics with special reference to Shakespearean Sonnets" by Dr. M. Mangi Singh, Department of English.

**Problems encountered and success:** One of the main concerns is that regular theory and practical classes are not disturbed. So there arises some difficulty in taking extra classes before or after the program. Resource constraint is another problem. In order to minimize expenses on video hiring, the College has managed to buy one Video Camera which would economize cost of organizing in long run. The CICTA has agreed to share a part of their contribution for this programme.

Success of this programme was strongly felt in the first instance. Lively exchanges of ideas among the faculty have been witnessed and teachers learned from each other. Feedbacks given after analyzing the video recording has made the program all the more successful. The college is proud of this Lecture Series as it is the first of its kind that is being continuously organized.

**Best Practice 2: "Protecting and Preserving Monkeys in the Campus"**

**The context and goal:** The C.I. College, Bishnupur is home to rare species of monkeys whose population is estimated to be about 200. In the state of Manipur, the C.I. College campus is the second habitat of these species of monkeys, the other being Mahabali Temple at Imphal. These sand coloured monkeys are included in the Red List of threatened species by IUCN (International Union of Conservation of Natural Resources). The College ensures the protection and preservation of these monkeys.

**Practice, success and resource required:** C.I. College have been doing the following welfare measures,

1. More fruits bearing trees are planted in the campus.
2. A shelter home was constructed with assistance from Forest Department and Wild Life Conservation.
3. Water (wells) is made available to the monkeys.

4. Cutting of trees is totally banned inside the College Campus.
5. A fine of ? 1,000/- (Rupees One thousand only) is fixed if anyone is found attacking or killing the monkeys.
6. Assistance and protection from Bishnupur Police Station is sought as and when necessary.
7. The altar of *Konung Lairembi* (Palace Goddess) is always kept neat and clean for devotees who regularly offer fruits and other eatables for the monkeys.
8. Care is also taken to preserve rare indigenous and medicinal plants growing in the campus.
9. Regular feeding of the monkeys so that they may not disturb classes as well as neighbouring houses for want of food.
10. Making teachers and students aware on the need to protect and preserve the monkeys. They can feed the monkeys on their own at any free time.
11. The local administration, especially the Deputy Commissioner and District Forest Officer are requested to extend help in the supply of food.

**Problems encountered:** Certain problems are encountered by the Institution. Sometimes monkeys who have gone strayed are attacked by goons from the neighbouring villages. To address this problem, the College authority with elders from the surrounding villages gives awareness campaign to the youth on the importance of these monkeys and the need to protect them. Help from the Mass Media towards disseminating information in this endeavour are sought from time to time. Slowly the people of the surrounding villages are made aware on the importance of protecting these monkeys.

**Concluding remark:** The College is proud of the above two practices as it benefits all stakesholders. With regards to the first one, the Academic Committee, C.I. College strongly feels that the lecture series empowers the teachers and enhances their academic career. Applauses and accolades from all concerned have made the college to carry on with this unique programme.

Through its efforts to protect and preserve the monkeys living in the College campus, the College tries not to disturb the peaceful co-existence of man and animal. The College also tries its best to maintain the ecological balance within the Campus.

## 7.3 Institutional Distinctiveness

**7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

**Response:**

Located at the District headquarters of Bishnupur at 0 km distance from the National Highway 150, C.I. College has set forth a distinctive vision in all its academic and co-curricular activities. Surrounded by ST village, the college witnessed a remarkable enrolment of ST students every year. Students coming from different social and cultural background ensure atmosphere of diversity in the college. Knowledge thrives best in an environment of diversity. Women's empowerments, nationalism, inculcation of the quality of leadership, focus on global challenges are some distinctive features that the college sets to attain. As a part of this mission, the college conducts a programme every weekend called "Inter Departmental Lecture cum Interaction'' on different issues of National and International importance. C.I. College is still the one and only college in Manipur that is conducting such a programme regularly. Another distinctive feature of the

institution is to survey the National States of Education every year called “Annual Status of Educational Report (ASER). Again, C.I. College is the only college in the state of Manipur that participates in this survey. In short, the institutional focus is on cultivating learning habit, personality development, positive attitude and innovative activities towards the global challenges. The evidence of success is clearly visible from the success of our alumni members in the respective fields of their choice. For instance,

1. Shri Bijgupta Laishram, the leading Manipuri film Director-Producer, Script writer and presently an Assistant Teacher at Oinam Girls’ High School.
2. Govindas Konthoujam, Ex-Minister and currently M.L.A., Bishnupur A/C.
3. H. Yaima Singh, Assistant Professor in Geography, Thambal Marik College, Oinam.
4. W. Lukhoi Meitei, Assistant Professor in Geography, Moirang College.
5. Ch. Sharat Singh, HoD, Economics Dept., C.I. College, Bishnupur.
6. Dr. A. Shyam Singh, Assistant Professor in Philosophy, Mangolnganbi College, Ningthoukhong.
7. W. Robindra Singh, Assistant Professor in Biotechnology Department, S. Kulla Women’s College, Nambol.
8. P. Priyokumar Singh, Assistant Professor in Philosophy Department, C.I. College, Bishnupur.

The institution manages to foster a spirit of communal harmony within the Campus. The College is committed to provide holistic teaching to the students. The institution is marching ahead steadily, yet with commitment towards fulfillment of its Vision and mission. Teachers, non-teaching staff, Allumni and Parents’ Association are joining hands towards realizing the Vision and Mission of the College.

# 5. CONCLUSION

## Additional Information :

In spite of the fact that there is no Librarian and other library staff, the college library has been partially automated. It is mainly due to the serious efforts of two teachers of the college who are now looking after the library under the supervision of the Principal. Old and wooden almirahs and book shelves in the library have been replaced by iron almirahs and book shelves with glasses. Spacious reading room for students has been provided. Reading room for teachers is also renovated. There are two ICT rooms with projectors, one in Botany Department and the other in the Computer lab.

At present, C.I. College Allumni and Parents' Association are working as important stakeholders of the College. The College with the Principal assisted by C.I. College Teachers' Association (CICTA) and different cells is marching ahead. The abode of the legendary temple (Mother Goddess) along with more than 200 monkeys of rare species and the vast eco-friendly campus of the College mark our pride.

## Concluding Remarks :

C.I. College, Bishnupur is the only Government college located at the Bishnupur District headquarters. It was established on 5th February, 1965. With a significant number of students belonging to SC and ST communities enrolled every year, the college is steadily marching ahead towards realizing its vision and mission in spite of its shortcomings. It is hoped that if the college constantly moves at this pace with support from all concerned, it will become an institution of excellence.

IQAC of the college was about to submit its SSR in 2017 for the first cycle. Unfortunately, it could not materialized as there was changes made in the system of submission of SSR (Self Study Report). Now, IQAC with all the support from teachers, students, and other stakeholders could successfully submit this SSR. The College is looking forward to make improvements in areas where it is lacking in time for the next cycle of NAAC accriditation.