SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SOUTH EAST MANIPUR COLLEGE

SOUTH EAST MANIPUR COLLEGE, KOMLATHABI, CHANDEL DISTRICT
795135

https://www.semcol.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

South East Manipur College, Komlathabi is a Co-educational College situated in one of the most backward districts of Manipur. It was established in the year 1981 with a few of the village elders coming together to bridge the gap of post-matriculation education in the district of Chandel, Manipur to enable the student populace in and around the district to build a prosperous, harmonious, self-sufficient and sustainable society.

 The College got its permanent affiliation from Manipur University in 1992. It has been recognized by the University Grants Commission since 1994 under Section 2(f) and 12(b) of the UGC Act 1956. We were accredited with "B" Grade by NAAC in 2016 with a CGPA of 2.35. We offer programs in Arts, Science & Computer Application up to the Degree Level. We offer a Diploma Course in Horticulture under RUSA, Ministry of Human Resource Development. During the 1st Cycle of Accreditation, our College was a Government Aided College, now our institution is a full-fledged Government College vide Government Order no. 31/3/AIDED-COL/CONVSN/HE-16(MSSW) dated 29th January, 2020. Since then, the institution has been administered under the supervision of the Manipur Government's Directorate of University and Higher Education.

Vision

The College visualizes Quality and Excellence in Higher Education enabling the Students in building a Prosperous, Harmonious,Self-sufficient and Sustainable Society.

Mission

1. **To create opportunities for higher education for all sections of the people.**

2. **To enrich the potential resource by promoting quality and higher education through teaching, learning and research.**

3. **To elevate the inter and multi-disciplinary research latent of the teachers, students and other stakeholders.**

4. **To pave ways for professional and educational interactions amongst the stakeholders for better dissemination of the knowledge imparted.**

5. **To promote training and skill development activities for all teaching and non-teaching staff enabling them to develop their skills and abilities in rendering their present duties and ensure safe and effective work in future.**

6. **To introduce self-financing courses.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The College has a total land area of 7.7acres with 3.7 acres constituting the Main Campus & 4 acres covering the satellite campus

2. The location of the college serves as an advantage in attracting teachers and students of various communities of the state.

3. The College has 7 science laboratory rooms for Anthropology, Botany, Food Processing Technology, Chemistry, Environmental Sciences, Physics and Zoology. There are separate Departmental rooms for Education & BCA with necessary equipment for practical works.

4. The College has an Academic Committee and an Internal Quality Assurance Cell (IQAC) headed by the Principal that looks after the academic excellence of the college in terms of teaching-learning process, academic innovations and evaluative reforms etc.

5. Decentralizing Administration through various Committee.

6. The Library is fully automated. Computers with internet facilities are available in the Library. INFLIBNET facilities are also provided. It is equipped with newspapers, text books, reference books, journals and has a reading room accommodating 50 persons.

7. The College has both Indoor and Outdoor stadiums.

8. The College has 51 computers in all and 12 LCD projectors with white boards/smart boards to be used for teaching-learning purposes.

9. Teachers are academically updating themselves as seen by the stark increase in the number of Ph.D. Degree holders & Scholars and research works taken up.

10. Basic Computer training is provided in the college for both the teaching and the non-teaching staff.

Institutional Weakness

Some of the weaknesses observed in the college which need timely intervention by the college authority for necessary action and improvement are as given below:

1.Less number of classrooms as compared to its enrolled student & even much lesser with the multidisciplinary nature of the new syllabi under NEP.

2.Insufficient smart classroms

3. Insufficient funds for Infrastructural development as it depends solely on schemes received from UGC.

4. Variation in specialization of some departments is needed.

5. Lack of facilities for researchers in the college.

4. Unsatisfactory ICT facilities.

5. Frequent interruption in internet facility provided in the college (mainly because of its location).

6. Irregular power supply and non -availability of renewable energy.

7. Lack of conduct of National/International Seminars and Conferences.

8. The attendance of the students is not satisfactory as compared to the number enrolled.

10. Less involvement of Alumni.

Institutional Opportunity

The opportunities availed by the college inspite of identifying lots of weaknesses are noted as follows:

1. Situated on the Gate-way to the South East Asian Countries in proximity to Moreh, the border town of Manipur,the college has the opportunity to participate in India's Look and Act East Policies such as: a) International border trade through Moreh b) facilitating/promoting tourism c) Promoting South East Asian languages study like Myanmarese, Thai, etc. d) Upgradation of local products for international trade. e) Promoting food packaging, food processing technology etc.

2. It is an opportunity for the college to educate multi-ethnic communities facilitating the promotion of peace and harmony.

3. The college lies on the State Highway enhancing easy communication with the major towns and the capital city of Manipur, Imphal.

 4. Upgradation of infrastructural and academic needs of the institution to bring quality education to the students for employable opportunities in the state and the country.

5. Enhancement and motivation of faculty improvement and research activities for academic excellence.

6. Opening of short term courses in Spoken English, Food processing and packaging, computer etc.

Institutional Challenge

Inspite of the weaknesses identified, the college has the potential to improve and develop in certain areas of educational aspects. Thus the college has the following challenges.

1. To produce more teachers with M.Phil. and Ph.D. Degrees.

2. To promote teachers for undergoing research work through Major/Minor Research Projects.

3. To increase the number of research publications by the teachers.

4. To introduce self- financing courses.

5. To promote the slow learner students to get through their exams/career.

6. To bring quality and value based education.

7. To maintain students' progression from UG to PG level and beyond.

8. To train all the staff and students to avail modern technologies.

9. To motivate and encourage students to take courses offered in the college for better prospects.

10. To provide facilities to cater to the needs of students and staff.

11. To improve and increase infrastructure.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college follows the syllabi prescribed by Manipur University which is further enriched by planning the academic and extra-curricular activities well in advance before each academic session. Academic activities include Academic Committee meetings with the IQAC, Orientations held for both the students and teachers highlighting the programmes of the year ahead, Departmental meetings wherein units are distributed, number of periods, time to be taken for completing each unit, assignments, unit tests, field/project works etc. are discussed thoroughly. The Institutional Calendar planned for each session aids in enriching the curriculum further. Much effort is made in sorting out the extra-curricular activities to include the dissemination of cross–cutting issues like human values, social responsibilities etc. Important anniversaries of our national leaders are commemorated to inculcate their ideologies of selflessly working for our communities and nation.

The College conducts self evaluation from the feedbacks received from the students, parents, alumni and teachers which are analyzed, and appropriate actions are taken to improve in the areas scored less. The action taken is then uploaded on our website.

Teaching-learning and Evaluation

The College strives its best to achieve the maximum teaching, learning and evaluation initiated by the Academic Committee, IQAC & Examination Committee. As the College is situated in ST dominated area, the Admission Committee issues a De-reserved notification for the admission intake against the categorised reserved seats and circulates the admission dates through local newspapers and college website. Orientation

programmes for the students and teachers are conducted at the beginning of every academic session.

Teachers are trained to incorporate the modern teaching aids and facilities to enhance in teaching- learning process. Traditional methods of teaching are supplemented with experiential, participatory and explorative methods for optimum outcomes set on the programmes and courses offered by the college.

The college library has sufficient reading materials like newspapers, books, journals and other reference books, as well as Xerox machines, computers with internet facility to facilitate in the teaching-learning for both the teachers and students. Besides, students can also make use of study materials and notes uploaded by the teachers on Moodle, Whatsapp etc.

Tutorial and special classes are held to support identified slow learners in small groups so that they could be provided individual support while advanced learners are encouraged to participate in District/State level competitions and also assisted to target University examination ranks. Special attention is given to students with special needs and also from economically weaker sections.

Departmental and Faculty meetings are conducted periodically to check and discuss matters related to teaching-learning system. Concerns regarding internal examination from students are resolved within the Department and the concerned HOD ensures to keep track of feedbacks received for the faculty. The Teacher Mentorship for the students focuses on guiding and development of each individual student for growth and progression. The Grievance Redressal Cell looks into grievances regarding any academic and non- academic matter within the campus and redress it as per requirement.

The college also has a feedback mechanism wherein teachers, student and the college alumnae can give feedback on the said forms based on curriculum, teaching-learning process and the infrastructure.

Research, Innovations and Extension

The South East Manipur College as a centre of learning facilitates and promotes learning for achieving academic excellence. Therefore teachers are encouraged to take up various research works .The College organises seminars and workshops on research related topics. At present 20 teaching staffs have received their PhD degrees from various universities across the country and more than 20 teachers are undergoing research works to get their PhD degrees. Besides, teachers have taken up minor and major projects offered by the University Grants Commission. They also undertake paper publication and presenting research papers at seminars, conferences etc.

For the holistic development of students and teachers, the college gives extended importance to extension activities. Health, Gender issues, Environment etc have become important concerns of the world today. So it is necessary to impart knowledge and create awareness on such important issues. Therefore awareness programmes on these issues are often organised .The college provides opportunity for holistic development of the students by giving them platforms like NSS,NCC,Red Cross,ELC ,Students Union etc .

 The college has two Units of NSS which conduct a number of extension activities in the campus as well as in the neighbouring villages. NCC for girl cadets was introduced in 2020. The girls were trained in respect to discipline, drill, punctuality etc .Youth Red Cross was formed in November 2021.Students were encouraged to

promote respect, mutual understanding, friendship and peace amongst the various communities. Electoral Literacy Club (ELC) formed on November 2021 under the instruction of the Directorate of University and Higher Education, Government of Manipur helps to spread awareness on voting and democratic rights.

Ek Bharat Shrestha Bharat(EBSB) Club was formed in December 2019. SEMCO was paired with Government Nilkantheshwar P.G college,Khandwa ,Madhya Pradesh as a part of Student exchange programme. Activities like Video conferencing, movie watching, showing historical places of the paired states and competitions on their history were organised under this programme. These activities enabled the students to grow and learn many things which will be useful in their life.

Infrastructure and Learning Resources

The institution consistently upgrades its physical, academic, and technological infrastructures to keep abreast of changing times and evolving needs of the students. The college has seventeen class rooms (8 with 2 ICT facilities and 9 with laboratory facilities also used temporarily as class rooms for their respective departments due to the construction of class rooms), 51 Computer Desktop,12 LCD projectors, 21 printers, 1PA system, a seminar hall with LCD projector. The college has a well-maintained WIFI enabled campus with CCTV surveillance facility.

The college library has 8494 books and subscribed 13 print journals. The library is automated with SOUL-2.0 library software. The library provides access to 6000+ eJournals and 199500+ e books under N-List from INFLIBNET. The library has 13 computers with internet facility.There is also one reading hall for faculty and students with 50 seating capacity.

The college has sports grounds with facilities of indoor and outdoor games. Facilities like gym equipment, changing rooms, lockers, and first aid are also provided.

Student Support and Progression

The institution at its best strives to bring about necessary measures to provide ease and support to students of the College. It provides a student friendly environment and easy access of relevant information which are regularly updated in the college website, college groups. Majority of students of the institution receive financial assistance through schemes from the state government and University Grants Commission. Financial supports are also provided to those students who are economically backward unreserved students by the institution.

There are various committees formed in the institution such as Students Welfare Committee, Greviances Redressal Committee, Women Cell and others. Through these committees the students are encouraged to participate as well as engage in various activities and there are proper channels for timely action for grievances. Students are encouraged to take part in National Social Service (NSS), National Cadet Corp (NCC) for women, Students Union, ELC and Youth Red Cross for their personal development. The Grievance Redressal Cell looks into the complaints lodged by the student of the college and judge its merit.

On completion of final year, students are enrolled into the Alumni Association. The institution also collects information about the past students persuing higher eduction and/or their career endeavours. The college encourages and helps the students in achieving higher positions in life. The students' progress report and achievement in outstanding cultural activities etc are also mentioned in this criterion

Governance, Leadership and Management

South East Manipur College envisions quality and excellence in Higher Education, enabling students to contribute to the development of a prosperous, harmonious, self-sufficient, and sustainable society. The college promotes a decentralised and participatory management culture in which all the teaching and non-teaching staffs, as well as stakeholders, are involved in decision-making. The college has institutionalised one of its best practises, namely "Decentralization of Administration through Committee Formation," a participative approach. This approach has had a tremendous beneficial impact on the college employees, fostering teamwork, a sense of belonging, accountability, and a dedication to the common good.

The Principal is the academic and administrative head of the institution. Under the directives of the Directorate of University and Higher Education, Government of Manipur, the Principal guides the planning, organising, and execution of all programmes with the assistance of the institute's IQAC, teaching and non-teaching staff. Teachers and staff members are encouraged to participate in Orientation Programmes, Refresher Courses, Faculty Development Programs, Seminars, and other opportunities to expand their knowledge and skills. The college's Performance Appraisal System for teaching and non-teaching staff provides information on their performances.

The government provides benefits to both teaching and non-teaching staffs in accordance with state norms. Duty leaves for attending professional development programmes, such as orientation programmes, refresher courses, etc. are granted under the provisions of the Directorate of Higher and Technical Education, (U), Government of Manipur. Other benefits, such as sick leave, medical reimbursement, GPF, NPS, and so forth, are provided in accordance with state government regulations.

The Internal Audit of the College is conducted by Senior faculty members, while the External Audit is conducted by Chartered Accountant and the Local Fund Audit, Government of Manipur.

The IQAC at the institution strives to improve the quality of teaching and learning activities. The IQAC supports research culture among the teaching faculty to amplify contributions to the academia. The internal Quality Assurance Cell (IQAC) plays a significant role to uphold the quality of the institution.

Institutional Values and Best Practices

The Institution aims at training young men and women to stand on their own feet, to have a sustainable life in building a prosperous and harmonious society. All efforts are taken up to inculcate, instilled and motivate them to become productive citizens. In games and sports sector, the students of SEMCO bagged a medal at the national level and brought laurels to the College. The NCC Girls' wing of the College was formed with an object of transforming the gender inequality prevailing in the society. They were given proper training on self-defense and inculcate in them the habits of punctuality & self-discipline. The NCC Unit of the College took initiative in sensitizing the social and environmental issues. The Institution also makes efforts to promote practices that improve environmental quality, minimize wastes and conserve natural resources by promoting green landscapes with trees and plants.

The location is endowed with multi ethnic groups and thus, a vibrant rich culture exists which paves the way for tolerance and peaceful co-existence. The Institution upholds the spirit of unity in diversity within the campus and outside.

The College rendered crucial role during Covid-19 pandemic by providing its hostel buildings for operating quarantine centres. All the native people returning from outside the state were quarantined at the centre so that they could stay safely with their family. Staffs and student volunteers of the College extended all possible help that encouraged the frontline workers to control the spreading of the disease.

The Covid-19 pandemic had detrimental impact especially in hill areas where internet facilities are not good and thus hampering uninterrupted implementation of on-line & e-learning platforms. Students were provided with study materials so as to enable them to give their University Examination.

A brief history on the journey of College and its social implication clearly reflected the role of the College which was established with a vision to provide the privilege of pursuing higher education to the poor who cannot send their children elsewhere for higher studies. The taking over of this College by the state Government as full-fledged Government College will imply in the proliferation of higher education and growth of socio-economic status of this region which would remain as incredible achievement in the future.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SOUTH EAST MANIPUR COLLEGE
Address	South East Manipur College, Komlathabi, Chandel District
City	Komlathabi
State	Manipur
Pin	795135
Website	https://www.semcol.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	L Khiloni	091-9612446352	7005270714	-	semco_college@rediffmail.com
IQAC / CIQA coordinator	Monica Jasmine Langhu	-	9612977011	-	mjasminelanghu@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	02-01-1981

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	22-04-1994	[View Document](#)
12B of UGC	22-04-1994	[View Document](#)

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

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

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?	Yes
If yes, name of the agency	Model College by RUSA under the Ministry of Human Resource Development
Date of recognition	30-07-2018

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	South East Manipur College, Komlathabi, Chandel District	Tribal	3.7	14973.37

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	XII	English	179	179
UG	BA,Education	36	XII	English	214	214
UG	BA,History	36	XII	English	165	165
UG	BA,Manipuri	36	XII	English	39	39
UG	BA,Political Science	36	XII	English	155	155
UG	BA,Economics	36	XII	English	40	40
UG	BSc,Anthropology	36	XII	English	90	90
UG	BSc,Botany	36	XII	English	150	150
UG	BSc,Chemistry	36	XII	English	185	185
UG	BSc,Environmental Science	36	XII	English	90	90
UG	BSc,Mathematics	36	XII	English	80	80
UG	BSc,Physics	36	XII	English	70	70
UG	BSc,Statistics	36	XII	English	45	45
UG	BSc,Zoology	36	XII	English	150	150

UG	BA,Hindi	36	XII	English	20	20
UG	BSc,Physical Education	36	XII	English	45	45
UG	BA,Sociology	36	XII	English	168	168
UG	BCA,Computer Science	36	XII	English	45	45
UG	BSc,Food Processing Technology	36	XII	English	45	45

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				0				90
Recruited	0	0	0	0	0	0	0	0	40	44	0	84
Yet to Recruit				0				0				6
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				32
Recruited	14	17	0	31
Yet to Recruit				1
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				27
Recruited	14	12	0	26
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	8	12	0	20
M.Phil.	0	0	0	0	0	0	4	3	0	7
PG	0	0	0	0	0	0	28	29	0	57
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	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
UG	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	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	630	0	0	0	630
	Female	473	0	0	0	473
	Others	0	0	0	0	0
Certificate / Awareness	Male	10	0	0	0	10
	Female	20	0	0	0	20
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	61	59	48	51
	Female	38	44	43	40
	Others	0	0	0	0
ST	Male	336	297	231	239
	Female	336	311	279	234
	Others	0	0	0	0
OBC	Male	65	79	58	54
	Female	26	29	29	41
	Others	0	0	0	0
General	Male	60	75	74	71
	Female	29	32	34	36
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		951	926	796	766

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution offers programs in Bachelor of Arts with 8 Courses, Bachelor of Science with 10 Courses & Bachelor of Computer Application. We have MIL in Hindi, Manipuri & Thadou-Kuki at present, along with English. To provide a holistic & multidisciplinary education, an inter-disciplinary curriculum has been proposed which will give the students the freedom to choose from the above ranges plus to add more courses using the expertise of the present faculty and to invite guest faculties to hold special classes. We proposed to communicate & to collaborate with the Institutions within the range of our college to initiate exchange programmes of both the students & faculty where needed for courses we

	do not have and vice versa.
2. Academic bank of credits (ABC):	Data of all the students of each semester are stored in soft copies by the respective administrative staff which will be modified in line with the centralized database for the academic credits. Once our affiliating University intimates the establishment of a centralized database to digitally store the academic credits earned by the students from various courses, we will sent the students' data and the credits scored by the students will be available online.
3. Skill development:	At present, our college offers a Diploma Course in Horticulture under Rashtriya Uchchatar Shiksha Abhiyan. We completed 1 batch of Bachelor of Vocational programme in Food Processing Technology and Engineering, & in Information Technology which has been discontinued from the academic session 2019-20. We are in the conception stage for utilizing the expertise of the Local Experts to teach our interested students the traditional Arts & Crafts, Handloom etc. We have subject experts on ICT who will be providing short term trainings on computer skill etc.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The location of our college opens avenues to pave ways for integrating the diverse Indian languages into our courses. We have faculties from a number of endangered languages – Anal, Moyon, Monsang, Tarao, Thadou-Kuki etc whose knowledge we can utilized. Ek Bharat Shrestha Bharat, a student exchange programme has helped our students and teachers communicate in Hindi as we have to interact with the students and teachers of Madhya Pradesh. Such exchange programmes will be enhanced further.
5. Focus on Outcome based education (OBE):	The learning outcomes of each course is uploaded on our website. These are intimated to the students. It is mandatory for each teacher to submit Course Completion Reports wherein specific outcomes learnt by the students after each unit/topic has to be added. With the new syllabus under NEP, 2020, the learning outcomes have been more elaborated and universal, according to which we have and we will make necessary changes in our pedagogy.
6. Distance education/online education:	The pandemic had and has made it mandatory for every stakeholder especially students and teachers to make use distance/online modes of education. We sent lecture notes, illustrative audios and videos on

particular topics through departmental Whatsapp groups, and took classes via Zoom & Google Meet; Moodle e-learning, which was vital in the online teaching/learning will continue to be promoted. Our institution offers blended mode of learning which will be updated. whenever necessary.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
268	268	232	232	232

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	18	18	18

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1043	951	926	796	766

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
521	476	463	399	382

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
271	254	218	166	234

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
86	86	91	89	81

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
90	97	97	97	97

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 17

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
68.63	114.04	143.76	53.22	66.15

4.3

Number of Computers

Response: 51

4.4

Total number of computers in the campus for academic purpose

Response: 30

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The South East Manipur College is affiliated to Manipur University so it adheres to the syllabus prescribed by the University. Before each session begins, the Academic Committee along with the IQAC formulates the Action Plan of the academic year i.e., the Academic Calendar and the Time table/ Routine for the Programmes / Courses offered ; these are then incorporated the whole year round leaving room for addition of new & better options for effective curriculum delivery. Accordingly, Orientation Programmes for the Teachers and the Students are held every year before the class commencement. Departmental meetings are held periodically mainly for (i) distributing the units, (ii) the number of periods & the time to be taken for completion of each unit, (iii) assignments, internal tests, group activities, field /project works etc. lesson plans are made mandatory both for online and offline classes. The Library is well equipped with books, journals and e-books through Inflibnet facility to facilitate the knowledge both ways - to be imparted, and to be gained. Extra activities like tutorials & special classes are conducted for special needs of the students. There are two smart classrooms which are used by the departments as a supplement.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response:

The Academic Calendar is well prepared in advance and integrated in the Prospectus for all the Stakeholders. The Academic Committee and the IQAC under the guidance of the Principal who is the Chairperson of both the Committees, sees that each parameter listed in the Academic Calendar is carried out. Besides, there are several sub – committees like the Examination Committee that sees to all the exam related matters, the Admission Committee, Women Cell, Student Welfare Committee etc. who prepare the programmes for successful implementation of all the parameters listed.

An in-depth Institutional Calendar is prepared every year by the IQAC wherein internal institutional upcoming meetings, programmes, important events, conduct of CIE through internal tests, are shown which helps in visualizing the activities lined up. Each Department emphasizes on the conduct of individual student – his/her attendance, interests in the curricular as well as co-curricular activities, his/her proactiveness etc.

File Description	Document
Upload Additional information	View Document

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

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

Response: B. Any 3 of the above

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

1.2 Academic Flexibility

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

Response: 84.21

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

Response: 16

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

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

Response: 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	3	3	2

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

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

Response: 3.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	66	68	14

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The essence of an institution is shown in the way it integrates cross cutting issues to enrich its curriculum for its individual student, for the community & at large for the nation. Our College, small though it may be, plays an active role in spreading the fragrance in as much relevant issues as it can. We have two units of NSS – NSS I & II, Youth Red Cross, the Students' Union etc in the college. NCC cadet for female students and Electoral club were also formed to further enhance the importance of the cross cutting issues. These cells give students the platform and opportunity to improve their character, personality, sense of

solidarity etc. Extension activities like Swachhta Bharat, Environmental awareness programmes were initiated from time to time by the students through the platform of NSS, Youth Red Cross and NCC. Other than those relevant issues in our syllabi, extracurricular activities, workshops, seminars etc were organized to plant the seeds of Ethics, Values, Gender, & the consciousness of the Environmental Sustainability.

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

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

Response: 1.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	4	1	4

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

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

Response: 20.81

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

Response: 217

File Description	Document
Institutional data in prescribed format	View Document

08-12-2022 02:58:17

1.4 Feedback System

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

Response: C. Any 2 of the above

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

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

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

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
427	365	343	331	292

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
427	365	343	331	292

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 93.19

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

2020-21	2019-20	2018-19	2017-18	2016-17
521	476	463	399	252

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college adopts an evaluation system to identify advanced and slow learners. Assessment criteria includes class tests, assignments, class participation, university exams etc.

Advance learners.

- Encourage them to participate in district/state level competitions which allow them to express and enhance their talents. Such activities provide them the platform and exposure through social interaction with their peers from other institutions.

- Home assignment and field reports are given on different topics to check their understanding level on the topics discussed during the course work.
- To widen their reading scope and range, e-learning, journals and books of varied topics are made available to them in the library.
- Different sets of questions and home-works are assigned to them to check their comprehension and implementation on the topics taught in the class. This includes experiential, experimental and observational tasks. Humanities and Social Science students are given questions/ topics related to situational scenarios too.
- To build a sense of cooperation, collaboration and leadership, they are often partnered to work together for assignments.
- They are encouraged and assisted by the teachers in their preparation to obtained University ranks.
- They are encouraged to give seminar presentations and workshops. They are also encouraged to participate in ex-change programmes and peer-group discussions and in intercollegiate competitions.

Slow Learners

- After a proper assessment in identifying a slow learner, personal counselling and motivational conversation is initiated by the concern teacher/s.

- Remedial and Tutorial classes are conducted so that they could be at par with the class progress. In the special/extra classes, solved question papers are discussed, and open book test is conducted.
- Home assignment on class notes and previous classes are discussed to ensure they retain the subject knowledge. Notes on important topics are provided.
- Discussions, interactions, personal and academic counselling are some of the strategies which are adopted to inspire and encourage the slow learners in raising the learning curve. They are also taught bi-lingual and their progress is monitored.
- Parent-teacher meetings are conducted periodically where parents are informed and updated of their children's progress. It is also reiterated that Parent- Teacher partnership is the key to child's holistic progress. Such meetings seek parental involvement in the students' academic growth.
- The Mentor-mentee program ensures maximum inclusivity. It is designed to boost and track

students' progress in their academic and holistic development.

File Description	Document
Upload any additional information	View Document

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

Response: 12:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The college ensures that student-centric methods, such as experiential learning, participative learning and problem solving methodologies are incorporated by the Faculty for enhancing learning experiences.

Experiential Learning:

- Some courses of Bachelor of Science programmes and Department of Education have Practical Classes inclusive of field works and report writings in their respective Departmental Laboratories.
- Departmental/Inter-Departmental study tours and Field Trips are conducted for Departments of Botany, Zoology, Environmental science and Anthropology. Students have to make field reports based on those educational trips.
- Skill based trades namely Information & IT services, Food processing & Engineering under B.Voc programme and certificate course in Horticulture under RUSA are linked with industry partners. Students are often taken to industrial sites to give them first-hand experience and knowledge on the operation and functioning of certain industries.

Participative Learning:

- Role Play Method: Allows the students to express, response and apply their soft skills in a real life scenarios. Such methods targets at boosting students' confidence and increase their interest of

learning and participation.

- Brain storming sessions: Enables and enhances students' critical and creative thinking. Such sessions instils higher level of interest as the students are able to share their individual viewpoint on a topic and it, also, keeps them abreast with the happenings in and around them.
- Remedial & Tutorial classes: Syllabus related Assignments are discussed where each student shares their work creating a room of wider space/ scope of learning and improvement.
- Students participate in organising Seminars, Workshops and other cultural events. For instance, the College Freshers' Meet are usually organised by students where they exhibit their talents showcasing the diverse communities in the college.

- The College finances and hosts Seminars and Workshops where the students could participate and present papers: i). National Seminar on Food Processing organised by Department of B.Voc. 11th – 13th April, 2018, and ii). Three Days workshop cum hands on training programme on traditional Food Processing & Preservation was organised by the Bachelor of Vocational Studies 5th July to 7th July, 2019.
- Department of Physical Education provides opportunities where they are often enrolled in competitions wherein some students have brought accolades for the College in State, National and International competitions.
- The College magazines and Wall boards serve as creative platform where students published articles, poetry, photography etc.

Problem Solving Methodologies

- ICT tools and applications are incorporated to solve problems for Mathematics, Statistics and Computer Sciences.
- Audio Visual learning facilities in the Smart Classrooms also makes it far easier to See, Observe and Learn.
- Other virtual platforms like Google Meet, Zoom, Whatsapp etc. are a blessing to steady the teaching-learning system in times of difficult situations like the Covid-19 pandemic and the lockdowns.

The college students often partner with the neighbouring student unions and other local clubs in any innovative, social, environmental and cultural services, ecological awareness and conservation too. The College Student Union, NSS Units I & II, NCC, Youth Red Cross, Electoral Club also are a moulding platform for the students in inculcating the spirit of harmony and solidarity.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Teachers at South East Manipur College recognise the implication of Information and Communication Technology (ICT) in delivering and supporting effective pedagogy. The institution has continuously made efforts to acquire and equip best technologies and facilities within the college campus.

- SEMCO has a fully automated Library equipped with best ICT tools available. N-List facility under INFLIBNET is provided to the teachers and students of the College to make use of the e-books, e-journals etc. Digital library helps in accessing information and knowledge from all over the world and from other national and international universities. Various journals are subscribed for the staff and students. Library resources are maintained and enhanced by the Library Committee. . Besides the reading room, the library has e–resource lab equip with computers and other research engines.
- Computers are maintained by the Department of Computer Science. Students of Computer Science utilized the computers for practical classes. Computers are also used by the Teachers and students of the College as and when required. Science Departments have a computer and a projector for Teaching and learning purposes. The Departmental computers are taken care by the Departments concerned.
- Several training programmes were organised for the faculty members, students and staffs from time to time. Online workshops and webinars were conducted for faculty members.
- During the pandemic, training on Moodle E-learning were conducted for teachers and students via online platform such as Zoom, Google meet, Webex etc.
- At SEMCO, we realised the importance of internet and mobile technologies as a future of ICT and efforts are made to intensify the integration of such technology in education.
- The college has computer rooms which can be accessed by students and teachers. The seminar room is equipped with LCD projectors, speakers and microphones
- The college has two Smart-class rooms equipped with audio-visual technology to enhance students learning experience and exposing them to wider knowledge base. Equipment include camera, smart TV screen etc.
- Faculty members effectively used online software/ tool such as Google Classroom, Moodle E-learning, Google Meet, WhatsApp, Cisco Webex etc. for conducting classes, online conferences, workshops, meetings; or to effectively streamline any communication during the pandemic.
- Timetable, Syllabus, Attendance, Internal Assessment, E-Content, Online Quiz & Notification are communicated through online platforms mentioned above.
- Assignments/Study Materials are uploaded on Moodle enabling faculty to share lecture notes, reading material/external links, assignments and unit-wise and class-wise study materials. Students are able to read, download and participate through the student login-based Moodle interface.

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

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

Response: 21:1

2.3.3.1 **Number of mentors** ?????????????? ???????

Response: 50

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

2.4 Teacher Profile and Quality

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

Response: 90.66

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

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 14.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
20	13	11	10	10

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

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

Response: 15.7

2.4.3.1 **Total experience of full-time teachers**

Response: 1350

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

Pre-Pandemic: Depending on the discipline and course, the internal assessment is conducted based on varied methods consisting of MCQs; long essays, short answers and short projects. Unit test is conducted after the completion of each unit. The answer scripts are distributed in the class followed by discussion on scopes of improvement and feedback on their performance. Any clarification or doubts are addressed by the teachers during such sessions. For science programmes, the test includes both theory and practical examination.

The College Examination Committee (EC) is in-charge of conducting the internal examination. The EC will intimate the department HODs on dates for setting questions, submission of question papers, examination schedule and submission of marks. Question setting and requisite of internal examination are discussed during the departmental meetings conducted periodically by each department. The time table is displayed on the college notice board few weeks prior to the examination and are informed to the students by the teachers in their respective classes. The objective of internal assessment is to gauge students' comprehension of the curricula and to assess their progress and performance. Confidentiality and quality are maintained throughout the process of preparing the question paper.

After the submission of the internal marks from each department, the marks go through a scrutiny and marks tabulation is conducted by the College Examination Committee. Before the pandemic, these marks are kept solely for college record as the internal examination marks do not contribute to the Final examination marks conducted by the University.

During/ Post- pandemic: According to the 2020 Manipur University notification on Internal assessment, the marks of internal examination is added to the final University marks. The internal examinations comprise 25% or 30% weightage (variation based on the course/ discipline) of the total marks of the

subject in a semester. The schedule of internal examination is set by the affiliated University i.e., Manipur University. The time table is dispersed in advance through medium like WhatsApp, Moodle, and classroom announcements (online/ offline) etc.

After the evaluation of the internal examination, the marks are collected from all the departments by the examination committee. All the marks are then compiled with utmost confidentiality before it is sent to the University maintaining a high-level transparency and functional system. In classrooms, teachers ensures that the students are assessed for their understanding of the concepts and evaluated for their readiness to the semester-end examination. Feedback and reinforcement based on prior performance ensures a mechanism through which individual and collective development of students are tracked.

During the pandemic, the institution followed a strict protocol of assessing the students via online mode. Assignments and online open book internal examination were conducted. Prior notification was sent out to the students and teachers to ensure the preparedness and participation of the students. To ensure that students who in the peripheries (where internet could be an issue) the institution gave provision of time flexibility. Once evaluation is completed, feedback are sent out to the students along with their scope of improvement.

File Description	Document
Any additional information	View Document

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

Response:

Apart from the end-semester university examination, students' progress are examined throughout the course in the form of assignments, tests, presentations and other innovative instruments to gauge their course-specific accomplishments.

After the submission of the internal marks from each department, the marks goes through a scrutiny and marks tabulation is conducted by the College Examination Committee. Before the pandemic, these marks are kept solely for college record as the internal examination marks do not contribute to the Final examination marks conducted by the University. After the notification from Manipur University in 2020, on inclusion of internal marks in the final university score, the Examination Committee compiles the internal marks and send it the university within the stipulated time.

In cases where students were absent in the internal examination due to sickness/hospitalisation or any emergency circumstances, any of the following methods can be deployed: re-examination, home assignments, presentations whichever is deem fit by the teacher concerned. Answer scripts are distributed and discussed in classroom for feedback and to address any discrepancy. The concerned subject teachers resolved any clarification, doubts or marks discrepancies.

If any grievance arises from students regarding the marks of internal examination, it is addressed to the Head of Department wherein students can contest the marks and can initiate a re-evaluation through a

formal application within a speculated time before the scores are forwarded to the College Examination Committee. A revaluation of the answer scripts is initiated and returned to the student with suggestions for improvement. If the grievance is valid, the score is updated and the student is informed of the outcome. The finalised score is forwarded to the Examination committee. Concerned resolved issue is recorded by the Examination Committee. South East Manipur College takes utmost attention to ensure deliverance of timely resolution of grievance which is transparent and effective.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

The college follows the syllabus of Manipur University and makes both the teachers and students aware of the course outcomes of all the programmes offered by the college. The programmes offered are mentioned in the college prospectus and each programme with its course outcomes are made available on the college official website. This access helps the students to decide in enrolling in the said programmes and courses according to their choice. Students are updated more about the Programme Outcomes and Course Outcomes of the courses and given the opportunity to ask and clear their doubts during the Student Induction Programme.

The Programme outcomes, Programme Specific outcomes and Course outcomes of each department are made available along with the syllabus on the college website based on each Semester and Paper.

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

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

Response:

Attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes at a maximum level is one top priority of the college and it ensures that this is done through a disciplined approach from both the teachers and its students.

The teachers prepared their lesson plans keeping track of their workload in compliance with the University syllabus, maintaining a balanced timeline so that they could covered the syllabus within the stipulated time. Course Completion Report is submitted by teachers which specifies the end of lessons with the specific outcome achieved during each class/ topic. Lesson plan and course completion formats are provided by the IQAC. And the forms are countersigned by HODs of each department. These documents are compiled and submitted to the departmental Head. Departmental and Faculty meetings are held to check and discuss the matters that could be a help in the teaching- learning system.

The College provides a study environment wherein, the students could read, listen and learn. The Library has a sufficient supply of books and a comfortable reading space. The smart classrooms gives a digital platform of learning with the audio-video facility. The locality of the college is situated in an area of multi culture is a blessing by itself for both the college and its students as it serves a huge inclusive learning.

IQAC members of the college visits each department monthly or bi-monthly to check and monitor the academic functioning of each department. This monitoring system not only encourages and motivates the faculties, but also allows them to share any creative or innovative ideas for the betterment of learning.

The college also has a feedback mechanism wherein, teachers, student and the college alumnae can give feedback on the said forms based on curriculum, teaching-learning process and the infrastructure.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 83.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
237	223	175	127	196

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

2020-21	2019-20	2018-19	2017-18	2016-17
271	254	218	166	234

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.43

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 5.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	5.8

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

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

Response: 4.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	4

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	18	18	18

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response: 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	5	2	3	3

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.2 Research Publications and Awards

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

Response: 0.59

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	23	7	3

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3 Extension Activities

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

Response:

Extension activities

An important mission of the South East Manipur College is to sensitize students to social issues for their holistic development. Student clubs like NSS, Youth Red Cross, the Students Union, NCC give students a platform and opportunity to improve their character and personality through extension activities like Swachh Bharat, Environmental awareness programmes initiated from time to time.

1.Some important activities taken through NSS Unit I & II

1. Participated at the Screening of Youth Parliamentarian Festival on 6th August,2018 at Thoubal College, Thoubal organized by State NSS Cell, Manipur.
2. Organized Special Camping Programme from 10th to 16th September, 2018 under "Swachh Bharat Mission".
3. Organized Literary Awareness Programme in collaboration with adopted village i.e. Penaching Village on 12th September, 2018.
4. Organized Swachhata Hi Seva , 24th September, 2018.
5. Swacch Bharat Internship Sheme,2019
6. Observed International Day of Yoga & Youth Convention on the theme "Climate Action" In Association with SEMCO and collaborated with NSS, Cell SEMCO with NYK Affiliated Village Youth Clubs of Pallel Area on 21th June, 2019.
7. Participated the Independence Day Parade at Chandel on 15th August, 2019 as SEMCO March Pass contingent
8. Installed a Hand wash tank at the college campus on 29th June, 2020.

9. Organized Awareness Campaign for Covid 19: Covid relief materials were distributed to the Community Covid Centres of neighbouring villages and CMO, Chandel, 29th June,2020
10. Organized Clean India Campaign in collaboration with IQAC from 1st October to 31st October, 2021.
11. Organized Azadi Ka Amrit Mahotsav social service programme ,2nd October, 2021 in collaboration with IQAC.

2. Important Days and Programmes on important issues on Environment, Gender etc.as Part of Extension activities.

1.World Environment Day observed in 2016,2017 ,2018 and 2019

2. World Ocean Day, 8th June 2016 on Healthy Oceans, Healthy Planet.

3. World's Soil Day observed , 2016 ,2021

4. World Earth Day, 22nd April, 2017 on Environmental and Climate Literacy

 5. Swachh Bharat Summer Internship 2018.

6. One Day cleanliness drive on Clean Chandel, Beautiful Chandel, 8th August, 2018.

7. Swacchta Hi Seva Campaign, 2nd October, 2018

8. International Biodiversity Day, 22nd May, 2019

9. International Day of Yoga cum Youth convention, 21 June,2019 organised by NYK Chandel and SEMCO.

10. Jal Shakti Abhiyan Pond Rejuvenation, 29th July ,2019.

11. The 17th World Suicide Prevention Day, 28th September, 2019

12. Observation of the 150th birthday of M.K Gandhi, 2nd October, Clean SEMCO, Clean India

13. World Teacher's Day, 5th October, 2019 on Young Teachers, The Future of the Profession.

14. Parents, Teachers and Students Meet 17th February, 2020.

15. Career Guidance Programme, 20th February, 2020.

16. International Women's Day, 2020,2021

17. Special Summary Revision 2020, Electors Verification Programme (EVP), 5th October, 2021

18.One Day Awareness & Outreach Programme on Standard operating procedure (SOP)of COVID-19 for

re-opening of Educational institutions ,20th February,2021.

19. A Hands on Training for preparation of sanitizer , 23rd February, 2021.

20. Distribution of Sanitizer to the villagers, 17th May, 2021.

21.Awareness Cum Counselling on Gender Equality,16th November ,2021

22.. World AIDS day, 1st Decemeber, 2021

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

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copy of the award letters	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 12

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	4	1	0

File Description	Document
Reports of the event organized	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 5.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
45	130	85	10	0

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.4 Collaboration

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

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

South East Manipur College provides infrastructures and facilities that contribute to the academic growth of faculty and students.The college offers nineteen (19) undergraduate programs in Science, Arts, Computer Science and a certificate course in Horticulture.

- There are seventeen class rooms (8 with 2 ICT facilities and 9 with laboratory facilities also used temporary as class room for their respective departments due to the construction of class rooms)
- There are12 LCD projectors, 21 printing machines and 1 PA system.
- There is one common room for all the Arts departments and one departmental room for the department of Education.
- There are 51 Computer Desktops and 8 Laptops for students and faculties. Science Departments are provided with a Desktop and a printer while the common room for the Arts faculty is provided with a desktop and a printer. 90% of the Staff used their own personal laptop.
- The college campus is WIFI/LAN enable with 20 mbps from SWAN/Airtel.
- The college library has 8494 books and subscribed 13 print journals. The library has installed SOUL-2.0 library software since 2015. The library provides access to 6000+ eJournals and 199500+ e books under N-List from INFLIBNET.
- The college Library has one reading hall for faculty and students with 50 seating capacity. Inside the library, photocopy facilities are available.
- The college has one WIFI enabled Seminar Hall with a projector and a seating capacity of 80.
- The college started the use of Moodle e-learning as a source of teaching and learning platform for facilitating teacher- student interactive interface from the time of covid 19 lockdown till date.
- The campus is under CCTV surveillance.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

The college has adequate infrastructure for sports and cultural activities

Sports

- The college has an outdoor playground, one indoor stadium and a hundred bedded sports hostels for students.
- The outdoor sports include football ground and indoor facility with table tennis, badminton court, carrom, chess, discus, javelin, shot-put, track games, Chinese checker and basic gym equipment.
- Indoor stadium is at the hub of the village, the students made full used of it and surrounding people benefit from it.
- The students of the college participate in various tournaments and competitions and some have been selected for state, national and international tournaments.

W. Jamuna Devi participated at the 52nd Asian Body Building and Physique Sports Championship and stood 3rd placed in Women Body Building hosted by the Indian Body Builders Federation held at Pune.

N. Purnima Devi and Ksh. Sonam Devi participated in the Manipur University Inter College Badminton(W) tournament at Thoubal College, Thoubal on the 29th to 30th Sept. 2018 and stood 1st Position.

N. Babyrojisana Chanu & T. Sanamacha Chanu represent India in the AIBA (51 kg(W) & 75 kg(W)) Youth Men's & Women's World Boxing Championship held at Kielce, Poland from 10th to 24th April 2021 and both bagged a Gold.

YOGA events

- Inside the college premises, every year International Yoga Day is observed in a grand and unique way in order to enrich the yoga culture with the participation of both staff and students.
- To create positive vibes to the students and the staff, a staff trained in yoga conducts exclusive classes for yoga.

Cultural events

- Students are given opportunities to showcase their Cultural interests every year during the Fresher's Meet and any other event organized in the College.
- Classical music instruments like tabla, harmonium etc. facilities are provided to students for participation and are kept in the students' common room.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 17.65

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 3

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

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

Response: 27.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
17.28	26.13	30.06	25.36	13.54

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

4.2 Library as a Learning Resource

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

Response:

Our Library has been using ILMS since 2015. It is located at the heart of the College and its activities are aligned to the vision and mission of the college. We have a book collection of 8494 volumes, Subscription of 13 print journals, periodicals, & 3 local Newspapers.The books are properly maintained in different bookshelves according to the DDC method.

SEMCO library has a learning resource centre which plays a significant role in ensuring to meet the requirement of its users. Students and teachers benefit from the rich information resources available in N-List program available at the centre. This program has been subscribed since 2015, and has access to 6000+ E-Journals and 199500+ e-books under N-List from INFLIBNET.

The library has 13 functional computers with internet facility for browsing, out of which 11 computers are used to access Web OPAC and online e-Resources made available to teachers and students. The College library is fully automated with SOUL 2.0 version, ILMS (Integrated Library Management Software). One OPAC is also installed in the library to ensure easy access to books. The issue and return of books are done with the help of the software. It has one reading hall for faculty and students with 50 seating capacity. Inside the library, photocopy facilities are available.

Name of ILMS software: SOUL 2.0

Nature of automation (Fully or partially) = Fully

Version_2.0

Year of Automation: 2015

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: C. Any 2 of the above

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

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

Response: 0.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.40	0.05900	0.12260	0.40	1.13

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

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

Response: 5.76

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

Response: 65

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT facilities including WIFI

- The College has 51 Desktop and 8 laptops available for students and faculty.
- The administrative office is partially automated for activities related to student's admissions, accounts and other administrative services. The office has 7 desktop and 3 printers, 1 laptop and 1 printer in the Principal's office.
- The College library is fully automated with one server.
- The college has a total 8 multimedia projector installed in the seminar hall and departmental room.
- The institute provides campus WIFI/LAN enabled zone. It provides access to desktop for students and faculty to make the learning process more effectively and efficiently.
- For the support of IT infrastructure, institute seeks advice from IT consultant for maintenance.
- Antivirus is always updated to secure the systems.
- Biometric was installed in the year 2017 with iris recognition feature to enable automatic punching of all teaching and non-teaching staff.

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

Response: 35:1

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 27.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
17.28	26.13	30.06	25.36	13.54

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

Response:

The college ensures regular maintenance and upkeep of all infrastructural facilities. Maintenance is also outsourced to appropriate external agencies. Furniture and equipment are purchased on regular basis as per the requirements of the college. Physical infrastructure is maintained and kept functional for everyday use. There is one full-time gardener to maintain the surroundings. Necessary repair work and white washing of the building is initiated during the time of vacation. There is a power efficient generator and solar panel system for power back up.

Laboratory:

The college has nine (9) Laboratories with required equipment, monitored and maintained by their respective Lab Attendant. The precision of laboratory instrument is checked frequently. The expertise of External agents are availed whenever required. For the optimum utilization of the labs, the academic committee draws up an allocation schedule as per the strength of students of the department.

Library:

Library committee is responsible for maintenance and utilization of the library resources. Management allocates funds for purchase of new books and other requirements of the library. On the recommendation of the teachers, the library acquires relevant reading resources. Some of the general and reference materials and e-resources needed by the library are purchased by the Librarian in consultation with the Principal. The library is maintained by 5 staff members headed by the Librarian. Daily dusting of books is done. Pest control has been done in library regularly to maintain the safety of the books from termites.

Computers:

IT infrastructure is continuously upgraded. Training programmes are organized to update the technical know-how of the staff and students so that the IT devices are used properly. The students can access them in the computer laboratory at the time of computer practical classes.

The IT Nodal Officer monitors, updates, maintains records and manages the College website. All the computers in the college have UPS facility, server windows are monitored and Antivirus updated from time to time. The College has backup generator of 45 KVA and 12W solar units installed in case of disruption of regular power supply. IT Nodal Officer and the Department of Computer Science ensures smooth functioning of IT equipment including computers, networking facilities, CCTV Surveillance system, LCD Projectors, Laptops, Printers, LAN, etc.

Sports: The Department of Physical Education, Health Education And Hygiene manages the indoor stadium, infrastructure, and sports store room. There is a separate playground, which is used for athletics and football. The playground and hostel is maintained by the concerned staff. Our Students represented Manipur University in the Inter- university sports activities conducted in various parts of the Country.

Classroom: There are 17 classrooms .To ensure uninterrupted teaching-learning activities,classrooms are well maintained. Two Smart classrooms are available where classes are taken by the various departments from time to time as per the central routine of the college.

Canteen: It is located in a healthy and hygienic atmosphere in the college premises. It was established in the year 2014. It caters to the need of everyone. It is a convenient place where students, teachers and other staff members can relax in a comfortable atmosphere and discuss issues on any matter. It's much more than a merely eating place. Vision of the canteen is, providing good quality food\eatables at concessional rates, maintaining healthy, hygienic and eco-friendly environment with good service. It is leased for 2 years to our former student.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 65.54

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

2020-21	2019-20	2018-19	2017-18	2016-17
759	665	486	551	485

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

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

Response: 0.37

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	0	4	5

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

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

Response: A. All of the above

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

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

Response: 0.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	0

File Description	Document
Institutional data in prescribed format	View Document

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response: 5.17

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 14

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	5	3

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	5	3

File Description	Document
Upload supporting data for the same	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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

Response:

The South East Manipur College, Komlathabi under the direction of the Directorate of Higher Education, Government of Manipur, The South East Manipur College Students` Union is constituted for fixing, organising and conducting the students` extracurricular activities of the college in every academic session. The Union play an important part in bringing forward the students' participation in various activities and events in the institution.

The students of the college comprises of many different communities. The Students` Union consists of Tribe/Community students` representatives, one each representing every tribe/community students studying in the college (for tribe/community of not less than 10 (ten) students enrolled in the session). The convenor of the student is nominated from amongst the teacher of the college by the Principal. The President of the Students` Union shall be nominated amongst the students` representatives by the Convenor of the union and he/she shall preside over all the students` union meeting. Election of General Secretary and other secretaries from amongst the students` representatives are as per the specific activities with feasibility and mutual understanding. The president convened the subsequent required meeting of the union in consultation with the Convenor of the union. The first meeting of the union as convened by the President of the union for conduct of the business like identification and allocation of funds of a specific activity for the academic session. The general secretary shall convene the subsequent required meetings of the college students` union in consultation with the President and convenor of the Students` Union. All members are responsible for organising and conducting students` extra-curricular activities of the college.

Some of the annual activities conducted by the students union of the college are given below:

**Fresher`s Meet**: Every year at the beginning of the session, Fresher`s meet is being organised to welcome the new students to the college. Distinguished guest from both inside and outside the institution are invited and in turn give motivational speech to the fresher`s and the old students alike. Various activities are presented by both the fresher`s and the old students.

Sports: The College encourages the students to participate in the sports events organised by the Manipur University Inter College sports meet every year.

Some other activities:

Internal and External Educational tour: As a part of integral part of curricular activities, The Students` union of the college also organised educational excursion within as well as outside the state. During the last five years the students` union visited even some part of north eastern states of India like Sikkim and Darjeeling. Internal educational tour were also organised to Andro and others.

The students union of the college plays an imperative and integral role in ensuring that those aspects of the curriculum are taken care of. Hence their role is indispensable to the smooth functioning of the college as a whole.

File Description	Document
Upload any additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	3	1	3	3

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The Alumni Association was registered on 16th March, 2021 under Section 7(1) of the Manipur Societies Registration Act, 1989 (Act of 1990) at Deputy Registrar of Societies, Chandel with the Objective of maintaining, deepening and strengthening an enduring lifelong relationship between Alumni and their Alma mater and to support its goals and contribute to its success.

The details of the contribution extended by Alumni Association for the growth and academic development of the college in the last five years are:

1. Submission of feedback in respect to curriculum, teaching, research and extension activities.

2. Renovation of the resting sheds in the college.

Below are the Action Plans of the Association for the coming academic sessions:

1. Participation of Alumni in the extension activities.
2. Recommendation for introducing new skill oriented courses.
3. Guidance and Counseling to the students about their future careers, placements and grievances.
4. Motivation of the students in participation of community services and outreach programmes to build their careers towards leadership which in turn helps in National Development and Integration.

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

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The South East Manipur College visualizes quality and excellence in Higher Education enabling the students in building a prosperous, harmonious, self-sufficient and sustainable society. The vision and mission of the college are to create opportunities for higher education for all sections of the people; to enrich the potential resource by promoting quality and higher education through teaching, learning and research; to elevate the inter and multi-disciplinary research latent of the teachers, students and other stakeholders; to pave ways for professional and educational interactions amongst the stakeholders for better dissemination of the knowledge imparted; to promote training and skill development activities for all teaching and non-teaching staff enabling them to develop their skills and abilities in rendering their present duties and ensure safe and effective work in future; and to introduce Self Financing Courses. The college's vision and mission represent the institution's unique features. The college meets the society's educational, social, cultural and economic requirements. Its policies reflect all these qualities.

The college's vision and mission are flexible enough to be revised in response to changing circumstances and to meet the goals set out in national higher education policy. The mission of the college is about developing the student's cognitive and paving the way for the students to be self-sustaining. Many of the past pupils have excelled in the field of education, politics, sports, etc. Twenty faculty members are Ph.D. qualified and more than twenty teachers are currently undergoing their Ph.D. in various universities. Many faculty members have participated in the Faculty Induction Programme, Refreshers Courses, workshops, seminars, webinars etc. to enhance their knowledge. The college tries its level best to achieve the vision by fulfilling the mission and uplifting society through education.

The Principal collaborates with the departmental heads and staffs on policy development and execution. The College's various administrative and academic departments are efficiently governed by the Principal with support from the IQAC, Academic Committee, Examination Committee, Student Welfare Committee, Eco-Club, Research and Extension Committee, Alumni Committee, and others, all of which have well-defined roles and principles that are consistent with the college's vision and mission. These committees oversee the college's various processes, including admissions, academic coordination, examination administration, promotion of research and extension activities, development of infrastructural facilities, encouragement of cultural activities, incorporation of healthy practices on campus, and instilling a sense of national integrity and civic responsibility.

Because of its rural location, the institution has a tremendous capability to contribute educational opportunities to the weaker and underprivileged sections of the society as is reflected by the number of students enrolled. As there were low applications from the general category during the admission process, reserved seats for the general sections were de-reserved for the other underprivilege sections of the society such as Scheduled Tribe, Scheduled Caste and other backward sections.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

The administrative responsibilities have been evenly distributed among the teaching and non-teaching staff. The college's office administration is done section by section and department by department in collaboration with the principal's office. Departmental administration procedures are properly linked to the Principal's office. The Head of Departments and the Librarian are the college's departmental administrators reporting directly to the principal. The college's IQAC with the Principal on the chair is responsible for initiating, planning, and supervising numerous initiatives that are required to improve the college's educational quality. The Principal delegates to the members of the IQAC the responsibility of implementing an excellent teaching-learning environment for both teachers and students.

Every member of the teaching and non-teaching staff is expected to participate equally in the activities of the College Administration through the various committees formed. Academic Committee, Examination Committee, Student Welfare Committee, Eco-Club, Research and Extension Committee and other sub-committees have been formed and have played an essential part in the developmental programme of the College. These sub-committees are tasked with carrying out various college activities. The principal convenes a staff meeting to discuss and plan for future programmes that the institution will be implementing. The college's students' union, in collaboration with the appropriate authorities, supports students in carrying out extra-curricular activities and also in resolving a variety of difficulties. The IQAC is composed of teachers and other stakeholders. It is responsible for coordinating the departments and various committees. It identifies the weakness, strength and opportunities and submits them to the management to materialise.

The college has institutionalised one of its best practices i.e., 'Decentralisation of Administration through Committees formation' which is a participatory method. This approach has had a significant positive influence on the employees, encouraging collaboration, a sense of belongingness, responsibility, and a commitment towards the common good.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college perspective plan is in line with the vision and mission of the college. The perspective plan of the college is prepared to attain the objectives of the quality indicators of the various criteria enshrined in the national policy for higher education. It is effectively deployed to focus on bringing quality improvements in the areas of curricular aspects, teaching, learning and evaluation, research consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management. Various strategies are adopted to assess their implementations such as regular meetings by the Academic Committee, IQAC, stakeholders and other Committees. Feedback from teachers, students, alumni members and parents, inspection of different departments and their activities by the Principal and IQAC Coordinator/members.

The college's Extension Activities, i.e., supporting the communities via research and extension as part of a social responsibility, is one such area in which the institutional perspective plan have been successfully executed. This has been accomplished as a result of the following initiatives:

During the peak of the covid-19 pandemic, when persons residing outside the state of Manipur, notably private employees and students coming home, were mandated to quarantine, the institution seized the chance to help by allowing its hostels to be utilized as a Community Quarantine Centre. Many individuals benefited from this Quarantine Centre. The college organised awareness and outreach programme on standard operating procedure (SOP) of Covid-19 for re-opening of educational institutions. The institution also organised a hands-on training programme for preparation of sanitizer. In addition, the college took the initiative to distribute items such as hand sanitizer, masks, food items, and so on to several quarantine centres in the surrounding area.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

The organisational structure of the college which consists of the Principal, the teaching staff, the non-teaching staff and the students shows the effectiveness and efficiency of the policies, administrative setup, appointment and service rules, procedures, etc.

The Principal is the academic and administrative head of the institution. The Principal under the directives of the Directorate of University and Higher Education, Govt. of Manipur provides guidance in planning, organisation and implementation of all programmes with the assistance of the teaching and non-teaching staffs of the institute. The Principal is assisted by the Vice-Principal, the IQAC, Head of Departments, the Teaching staff and the Non-Teaching Staff which comprises of the Librarian, Head clerk, UDC, LDCs and manual staff.

The College's various administrative and academic departments are efficiently governed by the Principal with support from the IQAC, Academic Committee, Examination Committee, Student Welfare Committee,

Eco-Club, Research and Extension Committee, Alumni Committee, and others. All these committees have their own functions and responsibilities. For example, the Academic Committee, which serves as the college's decision-making body, is led by the Principal. It consists of the Vice-Principal, Head of Departments, Librarian and Head Clerk. The Academic Committee meets at least twice a year or more, whenever necessary, to design and administer programmes such as teaching-learning, academic administration, and curricular and extracurricular activities. The Examination Committee meets at least twice in a year. Its aims and functions are to conduct examinations and make policy decisions in regard to organizing and holding examinations, improving systems of examinations, moderations, etc. and to prepare a schedule of examinations and declaring the results.

As Chairperson of the IQAC, the Principal entrusts the IQAC members the task of developing exceptional teaching-learning environment for both teachers and students. The Internal Quality Assurance Cell (IQAC) of the College aims to achieve overall quality improvement goals. Its important role is to monitor the institution's internal quality.

The HODs of all the departments look after their departments and coordinate the activities of their respective departments. The non–teaching staffs of the college is headed by the Head clerk who keeps a check on the functioning and working of all the non–teaching administrative staffs. The Library includes the Librarian, Library Assistant, Bookman and Counter Attendant. The library is managed under them.

The Students' Union at the college is elected to handle student issues, organise extracurricular and other activities related to the students. A distinctive feature of our Students' Union is that it is represented by all the communities. A teacher is also selected to serve as the Students' Union's advisor.

The recruitment procedure, promotional policies and service rules are as per the rules given by the Directorate of University & Higher Education, Government of Manipur and the guidelines of UGC for appointments of teachers and other academic staff in Government Colleges.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View 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:

1) Leave Benefits:

(i) Duty leave upto 30 days in an academic year may be granted for the following purposes:

(a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the University/College;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor/Principal of the College;

(c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and

(e) For performing any other duty assigned to him/her by the university/college.

(ii) Other leaves for both teaching and non-teaching staffs such as Study Leave, Sabbatical Leave, Casual Leave, Special Casual Leave Earned Leave, Half Pay Leave, Commuted Leave, Extraordinary Leave, Leave Not Due, Maternity Leave, Child Care leave, Paternity Leave, Adoption Leave, Surrogacy Leave are as per State norms.

2) Retirement Benefits: Teaching and Non-teaching staffs are enrolled in General Provident Fund (GPF) and National Pension Scheme (NPS).

3) Die-in-harness as per state norms.

4) Medical Benefits: Medical benefits and reimbursement are as per state rules.

5) Canteen, clean drinking water and parking facilities are provided for both teaching and non-teaching staff.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 3

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**

2020-21	2019-20	2018-19	2017-18	2016-17
7	0	4	0	2

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

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

Response: 3

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	2	2	3	1

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

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development

Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 5.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
20	1	1	0	0

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

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

Response:

The college's Performance Appraisal System for teaching and non-teaching staff is done in the following ways:

Each Head of Department is expected to submit a Performance Appraisal form at the conclusion of each year. HODs produce departmental reports that evaluate teachers' teaching-learning activities. This provides information regarding the effectiveness of the teacher's teaching approaches and their effects on pupils. Every year, teachers must complete the Self-Appraisal form to document their professional development activities such as paper presentations, publications, Orientation Course, Refresher Course, seminars, and conferences.

The Student Satisfactory Survey allows students to provide comments about their teachers and the college in general. The feedback forms are distributed to students and collected a few years back but now it has been three years since it is done through Google Forms.

HODs are responsible for evaluating the activity of non-teaching staffs allocated to their departments. The Head clerk evaluates the administrative section's staff. The principal also conducts frequent inspections of the departments, classrooms, labs, and other facilities to verify that they are in excellent functioning conditions.

All reports submitted by HODs, teachers, head clerk, and other departments are received by the IQAC. With the support of IQAC, the Principal assesses these feedback forms. Employees are provided constructive feedback and corrective measures to help them improve their performance and efficiency.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit: For the financial year 2016-2017, 2017-2018, 2018-2019, the College being a Government Aided College, income and expenditure of the College was internally audited by one of the Senior Teachers and the Chairman of the Governing Body. However, in the financial year 2020-2021, the College being converted into a full-fledged Government College, income and expenditure was internally audited by two of the senior Teachers appointed by the College. Internal audit is carried out yearly at the end of each financial year. Income as well as Bills and vouchers of all the expenditures are properly checked and verified accordingly by the auditors. The auditors submit the audit report to the College authorities for final approval.

External Audit: Income and Expenditure of the College was audited externally by the Chartered Accountant and the Local Fund Audit, Government of Manipur. It is done on yearly basis at the end of each financial year. External auditor checked and verified all the relevant documents and produced the audited statement of the College.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

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

Response:

Admission fees are collected from the students for regular courses in the beginning of an academic year. The collected fees are to be submitted to Manipur University as an enrolment fee (for all students) and registration fee (only for first year students) and to the Directorate of Higher Education (specific fees) and the remaining collected fees are utilised in maintaining the academic development of the College. Hence the collected fees are properly used as per the allocated heads of expenditure. As there are no other source of income, the collected fees are fully utilised in the day-to-day functioning of the College. The College depends on the grants received from other agencies like UGC, RUSA and the State Government for maintaining equipment and Infrastructure.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

In tune with the strategies to be evolved, the following practices propounded by the IQAC have been institutionalised:

1) Decentralization of Administration through Committee Formation:

The college encourages a decentralised and participatory management culture in which all teaching staff, non-teaching employees, and stakeholders are included in the decision-making process.

Every member of the teaching and non-teaching staff is expected to take an equal responsibility in the College Administration's functions. Participatory management is implemented in the college through the formation of various committees. Academic Committee, Alumni Committee, Eco Club, Grievance Redressal Committee, Parent Teacher Committee, Research and Extension, Student Welfare Committee, Women Cell, Library Committee, and Examination Committees all play important roles in the college's progress.

All of these committees have well defined duties and responsibilities.

• The objective of the Academic Committee is to have transparency, accountability and efficiency in the smooth functioning of the academic affairs.

• The purpose of Alumni Committee is to maintain, deepen and strengthen an enduring lifelong relationship between Alumni and their Alma mater.

• The goal of Eco Club is to organize, educate and make the people aware towards better environment.

• The responsibility of the Grievance Redressal Committee is for providing a safe and secure environment for all of its employees and students.

• Parent-Teacher Committee's goal is to facilitate parental participation in the college.

• The aim of Research & Extension Committee is to enhance and update the knowledge and skills of the staff on issues concerned as well as to sensitize the importance of the inter-link between academic activities and the society.

• Student Welfare Committee's purpose is to create a peaceful academic atmosphere with moral value and excellence among the students.

• The objective of Women Cell is to protect the rights and dignity of the women staff and the girl students.

• The primary objective of Library Services is to provide free book reading facilities to all, to develop a healthy readership at all levels, to disseminate knowledge on all subjects and topics, etc.

• The objective of Examination Committee is to conduct examinations and make policy decisions in regard to organizing and holding examinations etc.

ii) Education for under privilege section of the society:

The College is located in Chandel district, Manipur, in a rural and multi-ethnic location. Its mission is to improve the quality of education for the region's underprivileged and marginalized students. Students are admitted to the College regardless of their gender or ethnicity. Various committees make special efforts to ensure that all students have equitable access to resources and opportunities in all the learning activities. Every effort is made to guarantee that children obtain a high-quality and low-cost education, acquire life skills, and build a bright future. The College makes ongoing attempts to fulfil its social duty by empowering socio-economically disadvantaged members of the society via education.

File Description	Document
Upload any additional information	View Document

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

incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

There have been incremental improvements in many spheres. Some of the institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are listed below.

The college's IQAC strives to improve the quality of teaching and learning activities. It encourages novel pedagogical approaches such as Blended Learning, Field Trips and Reports, Seminars, Workshops, and others, in addition to curriculum fulfilment through Assignments, Tutorials, and other means. During the countrywide shutdown due to the pandemic, the IQAC supported the usage of MOODLE e-learning system, WhatsApp, online classrooms using ZOOM, Google Meet, and student evaluation through online examinations and assignments, among other things. Hands-on trainings were organised to familiarise the teachers with MOODLE LMS to aid them in blended mode of teaching-learning experience. Teachers and staff are encouraged to engage in Orientation programmes, Refresher courses, Faculty Development Programs, Seminars and workshops, and other opportunities to enhance their knowledge and expertise.

The IQAC also supports research culture among the teaching faculty in order to foster academic research. The College has hosted National Seminars, Webinars, and Workshops on topics related to educational research requirements such as research paper writing and grant proposal, dynamics of academic research in North East India, research topics for Arts and Science in the Manipur context, and so on. The College in collaboration with IQAC, Moreh College also organised a Two-Day National Seminar on Dynamics of Academic Research in North East India: A Multi-Disciplinary Approach. More than twenty faculties are currently enrolled in Ph.D. programmes at various universities. The college has twenty Doctorate faculties now as compared to only five faculties during the last accreditation i.e., 1st Cycle of Accreditation. The number of research articles published by the faculties has also significantly increased in recent years.

With the dedicated effort of the IQAC, the College was accredited with 'B' grade by NAAC on 16th September, 2016. As the lone NAAC accredited college in the District, the Government of India's Ministry of Human Resource Development (MHRD) has designated South East Manipur College as a "Model Degree College" under Rashtriya Uchchatar Shiksha Abhiyan (RUSA) on 30th July, 2018. This assists the institution in improving accessibility to degree courses in the district in order to attain greater education expansion that is inclusive, equitable, and of high quality. The college also established an NCC for girls via the initiative of the 65 Manipur Girls Battalion NCC, Imphal in 2020. The goals of NCC are to inculcate in young people traits such as character, courage, comradeship, discipline, leadership, a secular worldview, a spirit of adventure and sportsmanship, and the principles of selfless service in order to make them effective citizens.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

a) Safety and Security – Safety, security, wellbeing along with gender equity and friendly working atmosphere are the main concern of the college. Incident of gender inequality is rare within the campus.

(1) As a precautionary measure, the college installed C.C. Cameras mounted in the campus especially at the entrance points, walkways, administrative block, department rooms, principal's office. Camera recordings of previous 15 days from the current date are saved.

(2) Different committees are formed to look into a healthy and congenial atmosphere to the staffs and students of the college. The committees look after the behavioral issue with respect to academic misconduct, to curb ragging and to ensure measures for any sexual or mental harassment.

(3) Care is also taken for sanitation and hygiene of female staffs and students by providing a sanitary vending machine with Incinerator installed at a female washroom.

(4) Women NCC wing was formed under the aegis of 65 girls battalion Imphal. Proper training was given on self-defense and overall personality development. This enhances their moral confidence and social responsibility as a good citizen.

(5) During the field trips/outreach a female staff was appointed as a caretaker to look after the welfare of the girl students in every possible manner during the trip.

b) Counseling: The college is one of the activities of a Grievance Redressal Cell. It aims at promoting and improvement in student academic achievement, and all-round personality development. The committee consists of senior faculty members. Counseling session is conducted at least twice in a year, and whatever the need arises. The name and details of the individual to be counseled is kept under wraps. Emergency cases are dealt as need arises at the classroom level in the mentoring session. The reports will be (if any) under the strict custody of the counseling cell.

c) Common Room: There is a common room accessible for both students and faculty members. Recreational programmes were conducted at common room. T.V with Internet facility, musical instrument such as guitar, harmonium and tabla were made available.

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

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

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

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)

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

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

Response:

a) Solid Waste Management: The following actions were undertaken for the safety disposal of waste from the campus.

1.   Double-case dustbins, Bio-degradabel and Non-Biodegradabel dustbins are installed at the college campus, one near the open shed and the other at the college canteen. One for biodegradable waste and other non-biodegradable waste. Each department has their own departmental dustbins.

2.   Solid waste and Non-Biodegradabel waste is collected from the campus on weekly basis by the Kapaam village waste-vehicle weekly and disposed at the village dumping site.

3.   Bio-degradable waste was disposed at the composed pit near the Botanical Garden in a sustainable way. The manure is used in the botanical graden as well as in other vegetable gardens.

b) Liquid Waste Management: The Liquid waste discharge from the wash rooms are drained out to the main drain through pipe line.

c) Hazardous Chemical Waste Management: The hazardous chemical waste from the science laboratory is being efficiently disposed in the form of liquid waste taking care to minimized wastage. Dilution to the drainage is offered as the most appropriate method of disposal.

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)

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

1. **Green audit**

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

Response: D.1 of the above

File Description	Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: C. 2 of the above

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

---

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

Response:

The college is situated in a remote and multi-ethnic tribal area, with a vision to enhance quality and academic par excellence in Higher Education enabling the students in building a prosperous, harmonious self-sufficient and sustainable society.

Keeping in view of the vision, the college adopted every possible practice to cater different sections of the community by following a reservation of free and fair admission policy. Most students belonging to economically weaker family deserving to pursue their higher education are admitted in the college. Students belonging to backward classes like ST/SC/OBC can avail state government and central government scholarship. The college gives scholarship of 10% to the general students. It also gives incentives to meritorious students as well. The college organizes and participated in the following programmes to sensitized and promote communal harmony and their social responsibility towards national development and integration such as –

1. World Environmental Day on 5th June

2. International Yoga Day on 21st June

3. Gandhi Jayanti International Day of Non-Violence on 2nd October

4. International Women's Day on 8th March

5. National Unity Day on 31st October

6. Fresher's Meet

7. Workshop on Importance of Building Peace in Colleges on 12th November

File Description	Document
Any other relevant information.	[View Document](#)
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

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

Response:

The college has two NSS units, NCC unit, Eco Club, Grievances Redressal Cell, Women Cell and, Research & Extension Committee etc.

Under the NSS units, several programmes were taken up such as –

1) Participated at the 15th August, 2019 as SEMCO March-Pass contingent.

2) Observation of Youth Convention on the theme "Climate Action" in collaboration with NYK affiliated village youth clubs of Pallel Area on 21st June 2019.

3) Organized Awareness Campaign for Covid-19 at the Quarantine Centre on 29th June, 2020 and offer a lunch at the centre.

4) Distributed hand sanitizers, masks, eatables to the neighbor villages.

5) Handed over PPE, N95 masks, medical gloves, drinking water, sanitizers to CMO, Chandel on 29th June, 2020.

5) Participated at the Shikshak Parv Webinar on NEP 2020 organized by Ministry of Education on 16th September, 2020.

6) Organized Clean India Campaign on 1st October, 2021.

7) Organized Azadi Ka Amrit Mahotsav Social Service programme on 2nd October, 2021.

8) Observation of Swachhta Pakhwada on 16-31st January

9) The central government programmes such as 'Ek Bharat Shrestha Bharat' campaign was endorsed by the college. Under the programme, activities such as Swachhata pledge, sapling plantation, Essays/poster making/slogan writing, cleanliness drive, talks show special drive on water conservation, forest conservation and appropriate measures to rectify, video conferencing with the pair college, film screening and prize distribution were conducted.

10) College Foundation day on 2nd January

All those activities enhance social responsibilities and leadership qualities of a good citizenship.

File Description	Document
Any other relevant information	View Document

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

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

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

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

Response:

College observes the national and international significance events, dates and festivals to inculcate the sense of patriotism and responsibilities towards the nation. It also is committed to promote the values of nationalism, preservation of cultural diversity and national unity. An observation of national and international occasions educates our students on history, traditions and practises of India in engaging and participatory ways.

The following are some of the events observed in the college:

1. Independence- Day: The college observed Independence-Day on 15th August by teachers, students and administrative staff at the district Headquarter. The college NCC participate in the march-pass parade.
2. As a tribute to the Father of Nation, on 2th oct. the birth anniversary of Mahatma Gandhi. College observed Gandhi Jayanti as a part of Swachh-Bharat Abhiyan which seeks to accomplish one of the principles of Gandhi, undertakes several measures to enlightened students about the importance of hygiene and sanitation.
3. Dr Sarvepalli Radhakrishnan's Birth anniversary on 5thsept observed nationally as 'teacher's day is celebrated at both the departmental and college level. Numerous programmes organised by the students to pay homage to the valuable contributions of the teaching community.
4. Sardar Vallabhai Patel's Birthday on 31stoct is commemorated as" National unity day."Unity pledge and 3 minutes silent was observed to honour the "Iron man of India."
5. International women's Day was observed on march 8that the conference hall on the theme 'I am Generation Equality.' Lecture on women's right was delivered by Principal by discussion to honour the historical and contemporary struggles of women for empowerment.
6. The United Nations General Assembly Resolution adopted 21stjune 2014 as International yoga day. College celebrates this day acknowledging the transnational role of yoga, an ancient Indian knowledge system, in promoting physio-mental health.
7. International Day of Non-violence which was observed on 2ndoct the birthday of Mahatma Gandhi. The college conduct a small programme to spread public awareness on the message of non-violence and to secure a culture of peace, tolerance and understanding.
8. International Biodiversity Day was observed on 22nd May by the department of Environmental science in collaboration with department of Zoology, Botany and IQAC. The theme of the International Biodiversity day of the year 2019 was 'Our Biodiversity, our food, our Health'.
9. The Environmental science department observed the 'world's Soil Day' on 5th Dec by delivering   a lecture   on the theme 'Soils and Pulses in symbiosis for life'underlying the interdepency of soil and pulses in sustaining life.

File Description	Document
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

BEST PACTICE 2020_2021

Best Practice Topic 1: - SERVING IN COVID-19 PANDEMIC

Objectives:

1. To serve the society during the complete halt of normal activities due to the Covid 19 lockdown since the last part of March 2020.

2. Promotion of teamwork culture to control and prevent such a highly contagious disease.

3. Encouragement for the frontline workers by incorporating with them to sensitise people and

make aware of the need of the hour.

4. Distribution of some basic needs such as food, sanitizer, masks, gloves, water, etc.

5. Promote the spirit of dedicated services of student volunteers at their capacity during such disasters by giving the proper orientation of do's and don'ts.

6. Providing some buildings of the college for opening the quarantine centre.

7. Help in the proper management of biomedical waste products to adhere with SOP's.

8. Counselling and mass awareness programme of the villagers of surrounding areas by mass testing of suspects to ease the effort of Govt. machinery to control the pandemic and get vaccinated early.

9. Minimisation of the number of affected people in this part of the state.

The Context:

1. Covid 19 Pandemic is one unique and most challenging disaster of this century which started to hit hard from the late march of 2020.

2. Imposed prolong lockdown since late March 2020 as containment measure by operating several quarantine centres across the state as well as the establishment of covid care centres and hospitals with dedicated services of huge number of frontline workers.

3. Working as corona worker / frontline worker is highly risky and their task would be far beyond possible without the corporation of organisations such as clubs, locals and student volunteers.

4. Well coordination of all the responsible parties have been instrumental for overcoming this highly

contagious disease as relying everything to the Govt. machinery is not feasible during the pandemic.

5. Shortfalls of many essential items and arrangements have to be overcome with the help of local/student organisations.

The Practise:

1. Containment measure of the pandemic is the isolation of affected and suspected persons until the active phase of the disease is completed.

2. The Govt of Manipur imposed prolonged lockdown and set up different quarantine centres, covid care centres and hospitals across the state.

3. Local organisations and student volunteers played a vital role in executing containment measures taken up by the government.

4. The college building has been used as a quarantine centre with full corporation from the college fraternity and student volunteers of NSS I and NSS II units of the college.

5. The volunteers were cooperative with the front-line workers and extended help to provide manpower or any other essential materials whenever needed.

6. The student volunteers of the NSS units along with some staff of the college visited the quarantine centres within the campus. Gloves, hand sanitisers, mask, face shield, drinking water and other essential food items were provided to quarantine centres of neighbouring villages like Liwachangning, Leishokching, Penaching, Leipungtampak and Purumchumbang which are in close proximity to Komlathabi.

7. The volunteers were highly alerted for careful disposal of bio medical wastes in proper place.

8. Moral support to the frontline workers and proper counselling of the suspected covid individual of quarantine centres to enthusiastically overcome the stressful period.

9. Proper sanitization of the surrounding areas of villages with disinfectants.

10. Local natives evacuated from other parts of Indian states were quarantined before living with family and friends.

11. Volunteers helped in vaccination and mass testing drive to avert any eventuality.

Evidence of success:

1. The spirit of collective and teamwork culture is promoted.

2. All the quarantine centres in and around Komlathabi area successfully played a crucial role to control this highly contagious disease.

3. Serving the people during the complete halt of almost all the activities due to lockdown.

4. Extremely limited number of fatalities when compared with the figure of the whole state as well as for the whole country except very few cases mainly due to previous comorbidities.

5. No littering of hazardous waste in and around all the quarantine centres.

6. Strict SOP is maintained by following standard protocols to keep all the surrounding areas

well sanitized by periodical application of disinfectants.

7. No shortage of water, food, light and sanitary items in all the centres.

8. Round-the-clock helping hand from the volunteers encouraged the workers as well as the suspected individuals.

9. Natives evacuated are safely quarantined and vaccination drive successfully done.

Option/ Note:

Covid 19 pandemic is one unique disaster of this century. The whole world was under its threat and Manipur was not an exception, starting to hit hard from late March of 2020 with the imposition of lockdown for long period. The follow-up containment measures taken up by the government led to the opening of several quarantine centres, covid care centres and hospitals across the state. Serving at this hour is highly risky and socially stigmatized due to fear of disease as well as lack of understanding. Co-operating with corona warriors to get rid of this stressful period is a priceless human service and overall success is the outcome of collective effort.

Best Practice Topic 2: - UPHOLDING THE SPIRIT OF TEACHING DURING PANDEMIC

Objective:

1. To provide complete learning materials to students who live in poor internet area and impossible for healthy online classes conducted during suspension of physical classes due to lock down.
2. Building up of mutual relationship between the students and teachers.
3. Making aware of the challenges to be faced by students after the Covid lock down.
4. Maintain the spirit of work culture for the sake of student communities which is one of the pivotal ethical value of teaching profession.
5. Help to educate weak and underprivileged students to contemplate with their counter parts who have good internet facility. Many students who are unable to afford smart phones get the opportunity to learn the course completely.
6. Help in the preparation of semester Exam conducted by Manipur University as per the academic schedule so as to complete their degree on time.

The Context:

1. Complete lockdown as containment measure for Covid 19 pandemic affects the normal functioning of college and suspended all physical classes.
2. Normal academic programmes of Manipur University have to be pursued in the interest of the

student community so that their degree courses complete on time.

3. On-line classes through Google Meet platform for conducting live virtual class and other e-learning methodologies such as MOODLE which is an open source learning platform were recommended to fulfil the academic requirement of students, but incidentally it was not absolutely successful due to non-availability of internet facility in many parts of the hilly areas and many students were left helpless with these modes of teaching-learning.

4. The faculty members considered the urgent requirement of providing study materials to the students for all the courses and supplied hard copies of the same.

5. Non-teaching staffs cooperated in the preparation of hard copies in the college campus as printing and xeroxing in market area was not fully operational and also not safe due to pandemic.

The Practice:

1. Disastrous pandemic of Covid 19 circumstantially imposed all the educational institutions to switch to online mode of teaching to continue the studies as usual.

2. Limitation in online class as many students cannot afford smart phones as well as many students in hilly area was not accessible to mobile internet.

3. Virtual live class through Google Meet platform was conducted in addition to uploading of study materials to open-source e-learning platform through MOODLE, which were not successful due to unavoidable circumstances of unhealthy internet facility so that an alternative way to make up the loopholes by providing study materials have been worked out.

4. Teachers prepared complete notes for all the papers and made copies for all the students with the help of non-teaching staffs by using resources available in the college.

5. Teachers of respective departments distribute the hard copies of the study materials for every semester shift wise by following strict SOPs for the safety of students and staffs.

6. The Principal's office formally notified for this inevitable venture and seek cooperation from the teaching and non-teaching staffs to make this venture a great success with a priority of safety for students and staffs.

Evidence of Success:

1. The cooperation of teaching and non-teaching staffs made this crucial endeavour of providing complete notes to all the students a grand success which implicates very high pass percentage of our students in the regular examination conducted by Manipur University.

2. Students who are unaffordable for smart phones get equal opportunity to learn complete syllabus and overall completion of prescribed syllabus was possible only because of the adoption of this method which would have been otherwise overlooked due to lockdown.

3. Students successfully completed their degree on time and thus facilitated them to pursue higher studies as well as to look for job opportunities.

4. Maintenance of healthy teacher-student relationship even during the total suspension of physical classes.

Problems Encountered and Resource Required:

1. Obstacles and risks on the movement of staffs and students due to restriction of lockdown.

2. Conventional way of conveying message to students who reside in poor internet area where even WhatsApp message was unreliable.

3. Making huge number of copies of study materials was not an easy task even with the help of non-

teaching staffs.

4. Potential risk of transmission of corona among students and staffs.

5. Fulfilling all the provisions for the safety measures of corona by providing all the protective gears for Covid so that whoever comes to college without proper safety measures can use it free of cost.

Notes/Optional:

It is an alternative strategic team work culture at the risky time for culminating teaching-learning process by implementing of cases / circumstances specific modification of methodologies especially in far flung remote hilly areas where internet is poor for healthy online class. Moreover, teachers were compelled to complete the syllabus of all the courses by using any available means as the university notified for conducting online examination well in advance to safeguard the career of students and in the purview of this contexts and inconveniences of students, the teaching fraternity collectively had a consensus at least to provide ready-made study materials for which the principal office extended all possible aids to make the mission of this institution a successful one even during pandemic.

BEST PACTICE 2019_2020

LINK: https://www.semcol.edu.in/sites/default/files/downloads/best%20practice%20%202019-2020.pdf

TOPIC 1: Tranquility and Harmony – serving the striving people (Menkang villagers) post ethnic clash

AIMS: The Institution stands for value based service of society at the time of need to achieve harmonious life among all the communities. Serving of striving people of Moyon tribe of Menkang village who unfortunately lived homeless for years after bloodiest ethnic clash of 1991-1992 between Naga and Kuki is one remarkable endeavor, the Institution rendered in human service for peace and tranquility by providing all the necessary basic needs.

CONTEXT: Menkang village is a Moyon tribe village erstwhile located near the commercial Indo-Mayanmar border town, Moreh of Manipur. The village is minority Naga Tribe in the area which had worst impact to the Naga-Kuki clash of 1991-1992 that left all the people including women and children homeless. Incidentally, Menkang Villagers belonging to Moyon Tribe later sought shelter to the village authority of Kapaam which is the largest Moyon village in the state. The village authority approached to the College to provide shelter for the ill fated displaced people for whom the college did its best for serving people by providing all the basic needs.

PRACTICE: It was a joint venture of Kapaam village authority and college authority to provide shelter to the displaced people in the 100 bedded Sports hostel of the college. A total of 64 people including both women and children were in the hostel from March 2019 to March 2021. Teacher and students volunteers were actively engaged to provide all the basic needs including medical aid to the ill fated people. Regular counselling of elders and youngsters by well experienced teachers were arranged to releive their mental pressure out of the conflict and bloodshed so as to restore peace and tranquility that may ultimately lead to harmonious life. Thereafter, Kapaam village authority granted a piece of land to them for their permanent settlement.

EVIDENCE OF SUCCESS: Menkang villagers of Moyon Tribe are now settled in the area of Kapaam

village. They are doing well in all sphere of life with a sense of security and liberty. The vital role of the College would not be ignored by anyone in future.

PROBLEMS ENCOUNTERED AND RESOURCE REQUIRED: Financial constrain in the initial stage was the major hurdle which was solved by monetary donation by teachers, students and villagers. Medical aid for elders and children were provided with the help of staffs of the PHC, Kapaam. Education for children had to be arranged with the help of local educational institutions.

NOTE (OPTION): Man-made disasters have to be tackled by man and so is the care of our brethren of Menkang village by giving them new hope of life in a joint venture of college and village authority.

TOPIC 2: Education for under privilege section

AIMS:

1. To promote quality and excellence in Higher Education enabling the students in building a prosperous, harmonious, self-sufficient and sustainable society.
2. Ensure access to quality education to students from socially excluded background.
3. To promote the slow learner students to get through their exams/career.
4. To bring quality and value based education in spite of frequent bandhs and strikes in the state.
5. To motivate and encourage students to take courses offered in the college for better prospects.

CONTEXT: The South East Manipur College, Komlathabi is situated in a remote and multi ethnic area of Chandel district, Manipur. It was established with a vision to enhance quality and academic par-excellence to the underprivileged and marginalized students of the region. Equal access to education for students belonging to different economic and community backgrounds have been the objectives of the college. Availing quality based educational opportunities to a wider section of the student community who aspire for quality education but fail to access of it has been recognized as one of the major drawbacks of Indian higher education system. There has been a huge gap in the educational opportunities made available to students. The presence of widespread disparity in the society had led to the need to bridge this huge gap. Thereby, the college made attempt to enable weaker section students irrespective of their background to have equal access to the education they deserve.

PRACTICE: Students irrespective of their gender and background are granted admission in the College. Special efforts are taken care of by various committees so that every students have equal access to resources and opportunity in key learning activities.

ADVANTAGES:

1. The College serves as an advantage in attracting teachers and students of various communities to develop strength in terms of knowledge and skills.
2. Students of various ethnic groups cooperate and develop a sense of communal harmony and unity.
3. Enhancement of the confidence levels and communication skills among the underprivileged students.

PROBLEMS ENCOUNTERED:

1. Training the underpriviledged students to avail modern technologies especially during the pandemic since classes are conducted on online mode.
2. Slow and fluctuating internet connectivity.
3. Lack of funds to provide smart phones to poor and needy students.
4. Lack of introducing self-financing courses.

EVIDENCE OF SUCCESS:

1. A number of students belonging to backward classes complete their degree and secure jobs in Government and private sectors.
2. Students inculcated proactive attitude on par with their peers of privileged background.

RESOURCE REQUIRED:

1. Financial supports to be provided to the deserving students.
2. Accessible infrastructure is prerequisite while providing admission to academically deserving & physically challenge students.

BEST PACTICE 2018_2019

LINK: https://www.semcol.edu.in/sites/default/files/downloads/Best%20Practice%202018-2019_1.pdf

TOPIC 1: Go Green environment campaign for harmonious eco system

TOPIC 2: Food Processing and Preservation- a way to small scale entrepreneurship for rural life

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

7.3 Institutional Distinctiveness

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

Response:

INSTITUTIONAL DISTINCTIVENESS 2020-2021

ACHIEVEMENT OF THE COLLEGE VIS-A-VIS ITS SOCIAL IMPLICATIONS

The college is situated in the south eastern part of Manipur where several backward and underdeveloped multi-ethnic communities are inhabited and in view of uplifting of these communities the college was established in 1981 with a vision by the elders of Komlathabi and its surrounding area to avail the facility of higher education for those socially, economically and educationally backward people.

There were lots of challenges to meet the needs for rendering good higher education at the early stage of establishment of this institution as the college was fully run in purely private mode with limited income from the students. Amidst various range of hardships, this college has been the only degree level institution in this remote part of the state. Such an important institution has been running with the limited resources and least financial assistance from the government since its inception.

However, the college kept growing and developed to the stage of getting various grants from UGC which brought considerable infrastructure development. The college got permanent affiliation to Manipur University in 1992. The college was given the status of recurring grant-in-aid in the year 2011 by the State Government, considering the importance and need of aids, by approving one each for the post of principal, office assistance, chowkidar and peon, ten posts of lecturers, one laboratory assistant and two posts of laboratory attendants. Since then, the teaching and non-teaching staffs cooperated with the management and administration with sole dedication and brought up the college to the level of 'B' grade accreditation by NAAC in the year 2016. Thereafter in the year 2016, the Government of Manipur further approved twenty posts for lecturers and ten posts for non-teaching staffs thus reaching the total of thirty posts for lecturers and sixteen post for non-teaching staff in addition to one post for principal that brought up the college to another sustainable height. Furthermore, the college was upgraded to Model Degree College under RUSA scheme in 2018 and undertaken various developmental programmes and also arranged outreach programmes for the students. Finally, the understanding of importance and role of South East Manipur College, Komlathabi led to the milestone decision of the state cabinet to take over this tireless, hardworking and dedicated institution by the state Government on 21st August, 2019 and converted into full-fledged Government College.

The college stands as torch bearer in this rural area since its establishment as many students / alumni excel in various spectrum of profession for the past many years. It plays vital role in social upliftment and potential reformation in this remote part of the state where the infrastructures and facilities are almost limited. Besides education, this college stands as a living example of communal harmony where all the multi-ethnic students get equal opportunity without any barrier of caste or creed. The college also undertook various skill development programmes through vocational courses that paved the way to small scale entrepreneurship for exploration of rich tribal culture specially in the context of skill-based processing and production of wide range of natural resources into more effective and efficient products, preservation and packaging of wild and cultivated food items. It also played important decisive role in certain social issues such as striving the post Naga-Kuki clash refugees of Menkang village and certain environmental issues by organising tree plantation drive as well as awareness programme highlighting the importance of biodiversity conservation to maintain this earth a viable one.

The achievement of this college was a triumph in its kind because it was a unique hard-earned

achievement started with lots of sacrifices from village level to staffs in the early stages of establishment. So many locals and people of surrounding areas are employed in the college that bring about socio-economic development of the area. The jubilant staffs of the college, in understanding with the village authority of Komlathabi, contributed good shares from their first salary to make up a good amount to the tune of sufficiently built up of a building of Union Model High School, Komlathabi. During the pandemic of covid 19, the college provided shelter for operating quarantine centre for evacuated / returnees of our native people from other parts of India. Student volunteers of the college along with staff extended all possible help morally and monetarily by providing their needs and help frontline workers to tackle the pandemic in implementation of strategic plans such as management of protective gears requirement, sterilisation or spray of disinfectant, mass testing, vaccination drive etc. So far, the college has been rendering good service in education and other social activities in these remote areas.

Acknowledging all these roles, importance, hardships, odds and achievements, the state government subsequently took up the step to take over this indispensable college by the government which is, in fact, a boon for the people around this institution, so that many poor people would be no more in financial problems to send their hopeful children outside the district or elsewhere for pursuing higher education and there will be no more deprivation of poor and prospective students from pursuing higher education in these remote part of the state. Proliferation in higher education and growth of socioeconomic status of this region would be one incredible achievement in the future.

INSTITUTIONAL DISTINCTIVENESS 2019-2020

Uniqueness of participatory activities in the College

LINK:https://www.semcol.edu.in/sites/default/files/downloads/institutional%20distinctiveness%20%202019-2020.pdf

INSTITUTIONAL DISTINCTIVENESS 2018-2019

TRANSFORMING LIVES OF STUDENTS THROUGH 'INFORMATION TECHNOLOGY' (IT)

LINK:https://www.semcol.edu.in/sites/default/files/downloads/Institutional%20Distinctiveness%202018-2019.pdf

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

5. CONCLUSION

Additional Information :

- During the 2020–21 Academic Session, 8 kuccha classrooms were demolished to build concrete classrooms funded by RUSA. The buildings are under construction, so the departmental rooms of Food Processing Technology, Anthropology, Environmental Science, Chemistry, Zoology, Botany & Physics have been used temporarily as classrooms for their respective students. Classes and practicals for the Department of Physical Education, Health Education & Sports are held in the Indoor stadium where there are 3 rooms – Staff Office, Classroom & Dressing Room other, than the main stadium.
- The college hopes to open independent research centres catering to research and documentation dedicating to local cultures and languages.

Concluding Remarks :

In the 40+ years of its existence, the college has been a blessing to the students from backward areas, especially belonging to the tribal communities. Despite the challenges felt, each stakeholder has given their best to upgrade this institution which was established as a bridging gap for those who could not afford going to the nearby towns and cities after their Board exams. Recognizing the college's strategic location and importance, the college which had been managed privately for decades was taken over by the Manipur Government in the year 2020, paving ways for improved funds, infrastructures, lesser fees, better opportunities etc. so that the students could be at par with their counterparts of the state as well the country. All these aspirations will be achieved sooner with the accreditation by NAAC as a benchmark of quality & the incorporation of the National Education Policy, 2020.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*
	
	1) Students
	
	2)Teachers
	
	3)Employers
	
	4)Alumni
	
	      Answer before DVV Verification : B. Any 3 of the above
	      Answer After DVV Verification: C. Any 2 of the above
	    Remark : Value has been changed as per supporting documents

2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**
	
	   2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**
	      Answer before DVV Verification:
	
	      <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>956</td><td>862</td><td>819</td><td>688</td><td>659</td></tr></table>
	      Answer After DVV Verification :
	
	      <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>521</td><td>476</td><td>463</td><td>399</td><td>252</td></tr></table>
	    Remark : Values have been changed as per attachment

2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**
	
	   2.3.3.1. **Number of mentors** ?????????????? ???????
	      Answer before DVV Verification : 70
	      Answer after DVV Verification: 50

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

2.4.3.1. **Total experience of full-time teachers**
Answer before DVV Verification : 1371
Answer after DVV Verification: 1350

Remark : HEI has rounded off all the values/years , so the value has been updated

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	586340	605000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	5.8

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

3.1.2.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	5	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	4

3.1.2.2. **Number of departments offering academic programes**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

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

3.2.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	0	0

3.3.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years** 3.3.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.** Answer before DVV Verification: table1 Answer After DVV Verification : table2

3.3.2.1 Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	1	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.3.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** 3.3.3.1. **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** Answer before DVV Verification:

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	17	4	1	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	4	1	0

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years** 3.3.4.1. **Total number of Students participating in extension activities conducted in**

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
80	398	85	10	70

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
45	130	85	10	0

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	3	1	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6.4	5900	12260	40724	1.13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.40	0.05900	0.12260	0.40	1.13

Remark : Values have been changed as per attachment

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

	4.2.4.1. **Number of teachers and students using library per day over last one year** Answer before DVV Verification : 130 Answer after DVV Verification: 65 Remark : Value has been changed as per attachment
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
3	2	1	4	1 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
3	2	1	1	1	
5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
7	5	5	3	5 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
7	3	1	3	3	
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.** 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** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---	

| 7 | 0 | 4 | 0 | 2 |

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	0	4	0	2

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	2	2	3	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	2	2	3	1

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
34	1	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20	1	1	0	0

Remark : Value has been changed as per our earlier Query

7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles**

	3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: A. Any 4 or All of the above Remark : Value ahs been changed as per attachment
7.1.6	**Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D.1 of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : Value has been changed a per attachment

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
615	562	546	471	451 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
521	476	463	399	382	

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
237	223	175	127	196

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
271	254	218	166	234