



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	<b>The Maharaja Bodhchandra College</b>
• Name of the Head of the institution	<b>Dr. M. Chandra Singh</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03853571901</b>
• Mobile No:	<b>9774082899</b>
• Registered e-mail	<b>mbcollege.imphal@gmail.com</b>
• Alternate e-mail	<b>ldwijendra@gmail.com</b>
• Address	<b>Palace Compound, Imphal East District</b>
• City/Town	<b>Imphal</b>
• State/UT	<b>Manipur</b>
• Pin Code	<b>795001</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated College</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Manipur University**
- Name of the IQAC Coordinator **L. Dwijendra Singh**
- Phone No. **03853582909**
- Alternate phone No. **9089119379**
- Mobile **8837260866**
- IQAC e-mail address **iqac.mbccollege1@gmail.com**
- Alternate e-mail address **ldwijendra@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://mbcollege.edu.in/documents/AQAR%2020-21.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://mbcollege.edu.in/documents/AdobeScan26-Apr-2024.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.07</b>	<b>2012</b>	<b>05/07/2012</b>	<b>04/07/2017</b>
<b>Cycle 2</b>	<b>C</b>	<b>1.91</b>	<b>2019</b>	<b>28/03/2019</b>	<b>27/03/2024</b>

**6. Date of Establishment of IQAC**

**21/08/2012**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year**      **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

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

- If yes, mention the amount

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

**IQAC ensured constant interaction between the teachers and students including WhatsApp Groups for effective teaching-learning.**

**Under initiative of IQAC, the College organized a function on 18-11-2021 with Dr. R.K. Ranjan Singh, Hon'ble Minister of State, Education and External Affairs, Government of India as Chief Guest.**

**Under the initiative of IQAC, Special NSS Camp of the College was Organized from 15-11-2021 to 21-11-2021.**

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

Plan of Action	Achievements/Outcomes
To hold regular meetings of IQAC for taking important decisions.	IQAC held two meetings and took important decisions relating to academic, students and functions in the College. 2.
To take up steps for ensuring constant interaction and information between the teachers and students.	Academic Calendar, time table and other important decisions were informed to the students through Notice board and Semester wise WhatsApp Groups.
IQAC initiated to organize function in the College by inviting eminent persons.	The College organized a function on 18-11-2021 by inviting eminent persons including Dr. R.K. Ranjan Singh, Hon'ble Minister of State, Education and External Affairs, Government of India.
IQAC initiated to organized Special NSS Camp of the College.	Special NSS Camp of the College was organized from 15-11-2021 to 21-11-2021.

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>The Maharaja Bodhchandra College</b>
• Name of the Head of the institution	<b>Dr. M. Chandra Singh</b>
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• Alternate phone No.	9089119379				
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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://mbcollege.edu.in/documents/AQAR%2020-21.pdf">https://mbcollege.edu.in/documents/AQAR%2020-21.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mbcollege.edu.in/documents/AdobeScan26-Apr-2024.pdf">https://mbcollege.edu.in/documents/AdobeScan26-Apr-2024.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.07	2012	05/07/2012	04/07/2017
Cycle 2	C	1.91	2019	28/03/2019	27/03/2024
<b>6.Date of Establishment of IQAC</b>			21/08/2012		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			2		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
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IQAC initiated to organized Special NSS Camp of the College.	Special NSS Camp of the College was organized from 15-11-2021 to 21-11-2021.
<b>13.Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-22	06/02/2023
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	



<b>17.Skill development:</b>
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
<b>20.Distance education/online education:</b>

### Extended Profile

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>9</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1852</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>920</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>569</b>

Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		36
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		45
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1 Total number of Classrooms and Seminar halls		13
4.2 Total expenditure excluding salary during the year (INR in lakhs)		12,220,951.00
4.3 Total number of computers on campus for academic purposes		16

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The College first informed about the curriculum adopted by Manipur University in the Induction Programme of BA First Semester Students. The schedule of academic session, internal assessment by the College and final Semester Examination of Manipur University

are specified in the Academic Calendar. The Academic Calendar is uploaded in college website and informed to the students in advance. The concerned teachers of each department distributed the syllabus to the students. The College conducted the internal assessment and the questions were set by the concerned teachers. The weak students were motivated by the teachers for improvement. Both the teachers and students followed the time table. The College has ICT facilities. The students were encouraged to use library facilities in the college. Due to Covid 19 pandemic and lockdown, online classes were conducted in the blended mode. The study materials were also given through WhatsApp groups to the students. The students of BA Geography (3rd Semester to 6th Semester) and BA Education 6th Semester have Practical. The teachers encouraged the students to ask questions for better understanding. The teachers of the College participated in Orientation Course/Refreshers Course/Short-Term Courses and Faculty Development Programmes besides Seminars/Conferences.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Academic Calendar is prepared in advance and uploaded in the College website and informed through Notice Board and WhatsApp groups. It informed about the beginning of the admission, academic session, schedule of the Internal Assessment and Semester Examination of Manipur University. It is useful to the teachers, students, administration, various Committees/Cells, Departments and students related groups to prepare action plan. The Academic Calendar mentioned about the meeting of IQAC, Committees/Cells, sports and cultural meets, Manipur University inter-college cultural meet, the College Students' Union Election, activities of NCC, NSS, Career Counselling, observation of the various International, national and state days, etc. It helps to develop the quality culture initiated by IQAC and also to achieve the Vision and Mission of the College. The College conducted internal assessment for every course/paper as per the Academic Calendar. The internal assessment is important as it gives the opportunity to the teachers to set the questions and evaluate the students. The teachers helped the students for better performance in future.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

**requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

0

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

The College implements curriculum and syllabus of undergraduate programmes adopted by Manipur University on Gender, Human Values, Environment and Sustainability. The Government of Manipur has implemented Code of Professional Ethics for the government college teachers as per UGC Regulations, 2018 vide Orders No.10/187/2018-HE, dated 3rd July, 2021. B.A. programmes have courses like MIL (Major Indian Language) and General English in BA 1st Semester, Regional Development (RD) in BA 3rd Semester and Environment Studies in BA 4th Semester. There is a chapter titled "Manipuri Women in Changing World" on gender issues and role of women in Regional Development (RD) paper in BA 3rd Semester. There is a theme titled "Women's Empowerment" in the paper "Indian Government and Politics" in 3rd Semester BA Political Science. The

gender issues are sensitised and awareness is brought through various activities including observation of Women's Day in the college. "Environmental Studies" is a common course in BA 4th Semester. The College has an Eco Club. Thus the College tries to ensure some kind of learning and experiencing Professional Ethics, Gender, Human Values, Environment and Sustainability.

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

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

1

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

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

53

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

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

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**750**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

315

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Learning levels of the students is tried to identify in various ways for effective teaching-learning. The teachers encouraged the students to ask questions on the topics discussed in the classes. Those students who still lack clarity are asked to meet the teacher in the Department. Those students who are advanced learners are encouraged to read more. Every teacher encouraged the students to read and use the College Library for further reading and knowledge in the areas already discussed in the class. Internal Assessment is a programme to assess the advanced learners and slow learners. In the internal assessment the teachers and Departments have some freedom by setting the questions, fixing dates and evaluate the students by the concerned teachers. Based on the performance in the internal assessment, the concerned teacher takes up remedial measures both for those who performed well and those who did not do well. There were separate discussions with the students specially the weak students on how to improve in the future examinations. The Examination Cell of the College extends full support to the internal assessment.



File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1852	36

File Description	Documents
Any additional information	No File Uploaded

### 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

The College made efforts to have student centric methods for enhancing learning experience. This effort by the College was limited during the academic session due to Covid-19 pandemic. Experiential learning for BA 3rd Semester to BA 6th Semester for Geography was done through the practical. 6th Semester BA (Hons) Education had practical. In all BA programs the students are encouraged to participative learning through discussion and presentation on the topics in the syllabus. Problem solving methodologies include face to face interactive learning and learning through presentation on a given topic/problem. The College will resuefield works and study tours in the coming years for experiential learning and problem solving for enhancing learning experiences by the students as and when the Covid situation improves.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

There is one designated room with ICT facilities which is used for effective teaching-learning process located on the first floor of the Administrative Building of the College. 15 teachers used ICT enabled tools in teaching learning. The teachers used ICT Room on rotation basis for effective teaching learning in the College. The teachers prepared ppts and used other effective methods while taking classes with ICT facilities. The students had enthusiastic response with the new methods of teaching. The College needs more ICT enabled rooms for effective teaching-learning process. It is hoped that after adoption of National Education Policy 2020 which emphasizes uses of ICT facilities there will be more ICT enabled classrooms in the College in coming years.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://mbcollege.edu.in/images/ictRoom.jpg">https://mbcollege.edu.in/images/ictRoom.jpg</a>

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

#### 2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

16

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

306

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The College develops its own methods and practices for effective teaching-learning and evaluation process in the College. The College adopted Academic Calendar which mentioned academic activities including the schedule of internal assessment and final semester examinations of Manipur University. The notice for internal assessment is issued in advance and informed to the students including in the classrooms and in the College Whatsapp groups of every semester. The College conducts internal assessment on which Departments and the concerned teachers have freedom on question setting and evaluation. The teachers discussed the previous questions papers of Semesters Examinations of Manipur University which conduct the Semester examinations at the end of each semester. The internal assessment was an opportunity to test the effectiveness of the teaching and also to improve the slow learners and encouragement to the fast learners. There were separate discussions with the students specially the weak students on how to improve in the future examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The College has two types of examinations - one internal assessment conducted by the college and another is the Final Semester examination conducted by Manipur University. The students are informed about the internal assessment in advance in the Induction Programme, Academic Calendar, Notice Board, College WhatsApp groups and in addition to the classrooms. The question setting and evaluation of the internal assessment is done by the departments and concerned teachers. Therefore, the Heads of Departments and concerned teachers took special care so that there is no room for manipulation, bias or unfairness to the students in the internal assessment. Every Department and teacher tried to conduct internal assessment in transparent and time bound manner. The Examination Cell of the College supports the conduct of internal assessment. The channel of information between the teachers and students is dynamic. In addition to the classrooms, there is constant touch between the teachers and students through College WhatsApp groups which are formed for every semester. There is transparent system for internal assessment as such there was no complaints from the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The College implements the curriculum and syllabus of Manipur University. The Course Outcomes are not mentioned by Manipur University. However the College adopted the Course Outcomes (COs) which is uploaded in the College website. The College offered the students B.A. programme in nine subjects of Economics, Education, English, Geography, History, Manipuri, Mathematics, Philosophy and Political Science. After the successful completion of the Programme at the end of 3 years as per the guidelines and norms of Manipur University including the End Semesters Examinations, a Degree is issued by Manipur University to the successful students. Each Department adopted Course Outcomes (COs) along with POs and PSOs as per UGC and NAAC guidelines. The concerned teachers the informed and discussed the Course Outcomes (COs) to the students in the beginning of each Semester. In the internal assessments the concerned teachers set the questions, evaluate and give the marks of the internal assessments. IQAC conducted and analyzed the feedback through Students' Satisfaction Survey and the feedback from the students, alumni and teachers. Based on the suggestions from the feedback, IQAC requested to take up necessary steps to the Departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The attainment level of POs, PSOs and COs are done through the examinations. The College being an affiliating college under Manipur University implements the examination system adopted by

Manipur University. The final semester examinations of all the semesters are conducted by Manipur University which included the question setting, evaluation and declaration of final results. The College conducted the internal examinations in the form of internal assessments which is also an effective method of measuring the attainment of POs, PSOs and COs. This is because the departments and concerned teachers set the questions, evaluate and give the marks of the internal assessments. There are other methods of measuring the attainment of POs, PSOs and COs. IQAC conducted and analyzed the feedback from the students in the form of Students' Satisfaction Survey. The College also collected and analyzed the feedback from the students, alumni and teachers. These feedbacks are studied and necessary steps were taken up by the college based on the feedbacks and suggestions. There are various students' activities in the College. In such activities the students show their talents, communication skills, social interaction and learned values and skills.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

568

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://mbcollege.edu.in/documents/2021-2022MBCollegeStudentSatisfactionSurvey.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

Nil

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

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

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

**during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**3.3 - Extension Activities**

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



The number of extension activities during 2021-2022 was restricted due to Covid-19 pandemic. The students participated in the activities of the college under the guidance of the teacher-in-charge and teachers. NSS Special Camp was organized from 15-11-2021 to 21-11-2021. The students got the experience, knowledge and skills in social interaction and services. The students were sensitized on historical values and culture, holistic development and the social issues. Felicitation Function of Dr. R. K. Ranjan Singh, Hon'ble Minister of State, Education and External Affairs, Government of India on 18-11-2021 by the College. Number of students and teachers participated in the programme and got valuable knowledge about the higher education and governance of vast country like India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.4 - Collaboration

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

Nil

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

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

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

**other universities, industries, corporate houses etc. during the year**

**Nil**

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

## **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.

The infrastructure and physical facilities have been constructed with financial support under UGC, RUSA and State Government. The classrooms, laboratories, ICT Rooms and Administrative Buildings almost encircled the college playground located at the centre. There are 12 Classrooms and one ICT Room. Few rooms of the College Girls' Hostel are used as classrooms due to the shortage of classrooms. ICT Room located in the first floor of the Administrative Building is used by the teachers for taking classes on rotation basis. The Administrative Building has Office of the Principal, non-teaching rooms, IQAC, Examination Cell, NCC and few classrooms. The College has a Library Building next to the Administrative Building. The Ground Floor of the Library Building has the book stacks/almirahs and issuing counter. The First Floor of the Library Building is used as reading room. Librarian Office is also on the first floor. The Geography building of the college has classrooms and practical room for the Geography and Education Departments. Indoor Hall and Multipurpose Hall of the college are used during Examinations. The College has Chowkidar's Quarter. There are department rooms for the teachers. There are washrooms//toilets for both teachers and students which are again divided as for Gents and Women.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College playground is located at the central part of the campus and in front of the Indoor Hall. The Playground is used for sports activities and events. The College Indoor Hall which was constructed for the indoor sports activities of the College. The Multipurpose Hall of the college is used for conducting the Induction Programme, Cultural Programmes, indoor sports activities, Annual Fresher's Meet and other large gathering of both academic and non-academic activities. During NAAC Peer Team visits in the past, the Multipurpose Hall of the College was used for various activities including the cultural activities. The College has facilities of weight training machines, physical exercise equipments like cross trainer, stationary cycle, dumbbell, etc., in a separate room located along the Administrative Building of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

## 4.2 - Library as a Learning Resource

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

The College has a library building which is located on the Southern side of the campus. The books are kept on the ground floor in the shelves. Most of the activities of the library are done at the ground floor. Four teachers of the college supported in the activities of the Library for effective teaching- learning activities. The reading room is located on the first floor of the library building. Seating capacity of the reading room is 66. The total number of books recorded upto 30 June 2022 is 14136. Majority of the books purchased are done by the Directorate of University and Higher Education and supplied to the college library. Depending on the requirement, books are also purchased by the college. Size of the library is 46 ft. by 32 ft. (1472 sq. ft.)

**Library Automation:** The library is partially automated using KOHA

ILMS software. The version of the Koha software is 3.14.11.000. The automation started in 2018. Total number of books entered in Koha software upto 30 June 2022 is 12859. This software is used mainly for the purpose of cataloguing of books and searching of books by the library users.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

Nil

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data**

for online access) (Data for the latest completed academic year)

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

27

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The College has one IT facilities for academic and administrative activities of the College. The College has 16 Computers with some printers which are used in various activities of the College. The Computers are used by the Administrative Staff, IQAC, Library and Departments. The College has Wi-Fi facilities. The bandwidth available of internet connection in the College is 10-30 MBPS. Wi-Fi facilities are available in the Administrative Building, IQAC and by the Teacher-in-charge of Scholarship Cell. However the Library does not have Wi-Fi facilities. Attempts will be made to expand use of IT facilities. The priority is to have Wi-Fi facility at Library. More use of computers and expansion of Wi-Fi facilities will contribute to better functioning of the academic, administrative and other activities of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

16

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in C.10 - 30MBPS

**the Institution**

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

7.47

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

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.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words.

Education and Geography departments have laboratories. The items of the laboratories are entered in the Departmental Stock Registers. The students conduct practical in these laboratories under the supervision of the teachers. The College Library has a procedure for effective functioning. The College issues Library Cards to students and will be used for borrowing of books from the Library. The First and Second Year students can borrow upto two books. The Third Year Students can borrow upto 3 books. The College has a playground in the middle of the Campus which is used for sports activities including football. The College has Indoor



Stadium where indoor sports activities are conducted. The College Multipurpose Hall is also used for sports activities like Badminton, Carom, Chess etc. The College has facilities of weight training machines, physical exercise equipments like cross trainer, stationary cycle, dumbbell etc. in a room in the Administrative Building. The College has 16 computers which are used in the administration, Library, IQAC, Departments and in ICT activities. There are 13 classrooms with desks and benches. The classrooms have fans and lighting facilities with two generators to back up.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

609

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

78

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

0

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

**5.1.5 - The Institution has a transparent**

C. Any 2 of the above

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

**5.3 - Student Participation and Activities**

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

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

0

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

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 )

There are eight members of the College Students' Union. They are : (1) General Secretary, (2) Finance Secretary, (3) Debate and Extension Secretary, (4) Social and Culture Secretary, (5) Magazine Secretary, (6) Games and Sports Secretary, (7) Boys Common Room Secretary and (8) Girls Common Room Secretary. The Students' Union performed various functions including student related activities and for the welfare of the students. In the College Annual Freshers' Meet, Sports Meet etc and Manipur University Inter College Cultural and Sports Meets the Students' Union play active roles. The Union performed various services, welfare activities and supports the students, administration, Principal and teachers of the College. The Union represented the students in the functioning of the College. The Union had meetings with the Principal and teachers-in-charge to discuss and decide the students' activities. In the publication of the College Magazine, the Magazine Secretary played important role. The Union tried to ensure the participation of the students in Career Guidance, Counselling, Students' Grievances and Redressal etc. The inputs and suggestions from the Students' Union were taken into account by the College administration. The Union took active part in the campus cleaning and keeping the campus free from plastics to make an eco-friendly campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

## 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

In 2010 Alumni Association of the Maharaja Bodhchandra College was established. Alumni Association is an important part of the larger College family. Eminent Alumni members were invited to the College functions. Feedbacks were collected from the Alumni members on the various matters including, teaching-learning, curriculum, and academic improvement of the College. The valuable feedbacks from the Alumni were taken into consideration by IQAC in the College developmental activities. The response and support from the Alumni were encouraging. Some Alumni members helped in keeping campus neat and clean through voluntary services. There is one member in IQAC of the College from the Alumni. Under the initiative of IQAC, the College plans to have more interaction and involvement of the Alumni members in the coming years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The Mission of the College is the optimum utilization of available resources, to impart and spread knowledge through higher education to the learners coming mostly from economically backward families, hills, minorities and others; to disseminate knowledge by improving quality teaching-learning process and to instill sense of responsibility, accountability and ethical values among the students and faculty members towards achieving higher goals in life. The Mission of the College follows from the Vision of the College "Transforming of knowledge into productive capacities to enable to meet global and local challenges guided by a strong sense of national character and sensitive to traditional mores and cultural values". The teachers are the Heads of Departments, in IQAC, Committees/Cells, Teacher-in-Charge of NSS, NCC, Students' Union etc. The teachers including women participated in the governance, in making perspective plans and in the functioning of the College. The decisions of the Committees/Cells, IQAC etc. are taken into account and implemented in the College by the Principal and administration. The participation of the teachers is institutionalized in these decision making bodies of the College. Vision and Mission of the College are the guiding principles in decision making and functioning of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Committee system of the College is the case study of decentralization and participative management in the College. The committees can be classified into two categories. One set of Committees is related to the students -admissions, examinations and other students' related activities in sports, cultural and counseling. So there Admission Committee, Examination Committee, teachers-in-charges for Counseling, Students Union, NCC, NSS, cultural and sports. These Committees/Teachers-in-charges work

closely with the students, administration headed by the Principal and other stakeholders within the College and outside the College. The inputs and feedbacks from the students and other stakeholders are taken into account in the functioning of the College relating to the students. There is Editorial Board for the publication of College Magazine.

The other Committees are related to the academic, administrative and other activities of the College. There are Academic Council, Library Committee, Infrastructure Development Committee etc. These Committees performed the assigned functions and helped the Principal in the functioning of the College. Thus practice of decentralization and participative management in the College is followed in students, academic and administrative matters of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Vision and Mission of the College as well as the policies of the Government of Manipur and UGC, NAAC etc. are guiding principles in making the strategic plan of the College. The Mission of the College is to make optimum utilization of available resources, to impart and spread knowledge through higher education to the learners coming mostly from economically backward families, hills, minorities and others. One of the objectives of the strategic plan of the College is ensure inclusive higher education in the State of Manipur by providing opportunities to the students specially from the rural and hill areas. The College follows the reservation policy of the Government of Manipur in admissions. Following the Mission of the College and steps taken up by the College there are sizeable number of students from Scheduled Tribes, SCs and minorities in the College. The College has a large number of girl students as well. The students are provided scholarship to the students. The College ensures that there is no discrimination of the students due to their social categories. Further there is Students' Union and a Students' Grievance Cell in the College.



File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The College is a government College under Manipur Government and is affiliated to Manipur University, Imphal. The Principal is the overall head at the College. He is the main link with the Directorate of University and Higher Education, Government of Manipur on administrative and financial matters. The Principal is link with Manipur University on the academic matters. The Principal is the primary link between the teachers, students, administration and other stakeholders of the College including Alumni. The College functions with various Committees/Cells, IQAC, Heads of Departments; students related Committees/Teacher-in-Charges and Administrative Staff. The Principal is informed about the decisions and activities of the Committees/Cells, IQAC etc. In the meetings and discussions of the Committee/Cells/IQAC etc. the Principal participates. The Committee/Cells function as per the relevant Guidelines and Rules. For instance IQAC functions as per NAAC Guidelines while Admission Committee and Examination Committee function as per guidelines and rules of Government of Manipur and Manipur University. All teachers are given equal opportunity in Committee/Cells.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**C. Any 2 of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

Welfare measures for the teachers and non-teaching staff are one of the priorities of the College. These are implemented with fairness and as per rules. The recruitment and posting of teaching and non-staff to the College are done by the Government of Manipur. Adequate infrastructure including rooms, chairs, tables, urinals/toilets with water facilities etc. are provided by the College. There are separate Departmental Rooms for the teachers. There are separate non-teaching staff rooms with the facilities of tables, chairs and computers. There is a Chowkidar with Quarter facility inside the College campus. Orientation/Refresher/Faculty Development/Seminar etc. are provided to the teachers. Non-teaching staff are provided training from time to time. The Principal makes efforts to ensure that the teachers are promoted on time by forwarding ACRs and Performance Appraisals Systems. The leaves are provided on requests and as per requirements of the teachers as per the rules. The teachers and non-teaching staff are given their salaries on time. Library which is used by the teachers. There is regular cleaning of the rooms and campus of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**6.3.2.1 - Number of teachers provided with financial support to attend**

**conferences/workshops and towards membership fee of professional bodies during the year**

0

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

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

0

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

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

6

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

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

The College takes up measures for timely promotion of teachers and non-teaching staff. The College follows the promotion criteria and requirements of the teachers as per UGC Regulations as adopted by the Government of Manipur. The teachers who are eligible for promotion submit the filled up ACRs and PBAS which are examined by the respective Heads of the Departments. The filled up PBAS with supporting documents are further examined by IQAC as per UGC Regulations. After the scrutiny and making ensure that PBAS are complete in all respects, IQAC Coordinator signs and forwards PBAS to the Principal. The Principal then do the needful to both filled up ACRs and PBAS of the teachers. After the necessary checks and completion of the requirements, the Principal forwards ACRs and PBAS of the teachers with recommendations to the Director, University and Higher Education, Government of Manipur for further necessary action. Similarly the Principal ensures the timely submission of ACRs of the non-teaching staff to the Director.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

The Government authorities like AG Office conduct the external financial audit of the College. The incomes of the College are primarily from the Government of Manipur for salaries of the teaching and non-teaching staff. Hence the major expenditure is for the payment of the salaries. The College has income from the students collected at the time of admissions and examinations. The large portions of incomes collected from the students are to be submitted to Manipur University and Government of Manipur. The College funds collected from the students are utilized economically and in consultation with Committees and Teacher -in-Charges. The funds relating to the Students' Union activities are spent in consultation with the concerned Secretary and Teacher-in-Charge. There was no audit objection from the External Audit Authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

The financial resources of the College are primarily two. One is the grants received from the Government of Manipur through the Director of University and Higher Education. The grants received

from the Government are in installments for the payment of the salaries of the teaching and non-teaching staff of the College. There are grants/funds from the Government for other purposes. The major expenditure of the College goes in the payment of the salaries of the teaching and non-teaching staff. The other financial resources/funds of the College are income from the students collected as fees at the time of admissions and examinations. However the portion of fees collected from the students are to be submitted to Manipur University and Government of Manipur. The College funds collected from the students for the College activities are limited. The College spent fees collected from the students are used for examinations, students' union activities, cultural, sports and other students related activities. The funds of the College are utilized economically and productively in consultation with Committees and Teacher -in-Charges. The College does not have much freedom to collect or increase funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

**IQAC initiatives for quality culture assurance strategies and processes which are institutionalized are (i) feedback system and (ii) awareness and participation of the teachers and students in NAAC and related activities.** In the (i) feedback system information and feedbacks are collected from the current students on Students Satisfaction Survey. The feedbacks collected from the alumni, teachers and students of the College are analyzed and necessary steps were taken up by IQAC and College for positive changes in the functioning of the College. For instance if the feedbacks related to the admission, then the Admission Committee is requested to make the necessary changes. In (ii) awareness and participation of the teachers and students in NAAC and related activities, IQAC hold regular meetings and discussion on the changes and requirement as per NAAC guidelines. The teachers were informed about the activities to be performed by the College as per NAAC objectives and guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

One initiative of IQAC is related to the (i) effective teaching learning through e-resources and learning and the other is (ii) Internal Assessment. (i) Effective teaching learning through e-resources and learning during lockdown due to Covid-19 pandemic was a challenging task. Internet, mobile and Whatsapp groups were used as new tools for teaching learning. The teachers uploaded the learning materials through Whatsapp groups. Google meet/ Zoom etc were used for taking classes. (ii) Internal Assessment is another area taken up by the College under the initiatives of IQAC. The College followed the instructions of Manipur University and Government of Manipur. The questions were uploaded in the Whatsapp groups of each Semester. The students were asked to submit the answers through Mobile/Whatsapp of the concerned teachers. Though not a perfect system such innovative methods and use of technologies were the best options available to both students and teachers due to abnormal situation of Covid-19. These initiatives of IQAC were useful due to the Covid -19 situation. More initiatives will be taken up by IQAC in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The College offers a course titled Regional Development (RD), a common paper of all BA 3rd Semester students. In this course there is a Chapter dealing with the gender issues and role of women in the context of Manipur. These issues are discussed in the Chapter titled "Manipuri Women in Changing World". There is a theme titled "Women's Empowerment" in the paper "Indian Government and Politics" in BA 3rd Semester Political Science. Awareness is also given to the girl students on women's health, hygiene and sanitation. Sanitary pads are made available for emergency purposes in the Girl's Common room located in Girl's Hostel. New Girl's Common room is undergoing construction at the northern side of the college campus. The students participate in the observation of International Women's Day in the College. The College has separate urinals/toilets for the women. The women teachers take part in decision making bodies while women students are specially encouraged to participate co-curricular and other activities of the College. The objective is to have awareness on gender equality, role of women and needs for their participation in development for equality and humanity in the society.



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

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

#### **Solid waste management**

The College has a system and practice of collecting and disposing of solid waste inside the Campus. The College offers BA programmes only and does not have biomedical waste, hazardous chemicals and radiation waste from the Laboratories. The College offers a compulsory course titled Environment Studies for all BA programmes of 4th Semester which discusses various aspects of environment. Dust bins are kept inside the College campus, Office rooms, IQAC room, Indoor Hall, Multipurpose Hall, Departmental Rooms and in front of classrooms. The College engages the solid waste collector, Social Upliftment and Welfare Organization(SUWO), Imphal East for collecting the solid waste of the College. SUWO collects regularly all kinds of waste from the College. The College observes World Environment Day and conducts regular social services. These are done for maintaining a clean and healthy environment in the College as well as to cultivate sense of awareness among the students for collecting and disposing off the

waste. Repairable computers, UPS and batteries are repaired and recharged, while those which cannot be used are disposed off. Awareness is given to the students for the waste disposals.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**D. Any 1 of the above**

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

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other**

diversities (within 200 words).

The College organised regular observation like Annual Fresher's Meet, Teacher's Day and College Foundation Day in which the students show their talents in dance, drama and songs. Homage was paid to the founding members of the college during Foundation Day celebration. The College organised a felicitation function of Dr R.K. Ranjan Singh, Hon'ble Minister of State, Education and External Affairs, Government of India on 18-11-2021. The College takes up all possible efforts in providing an inclusive environment by recognizing cultural, regional, linguistic and socio-economic diversities. The College follows the curriculum and syllabus prescribed by Manipur University which recognizes the diversity. The College follows the admission policy and reservation policy of the Government of Manipur which recognizes the diversity of the society. The Mission of the College focuses on the inclusion of the students from hill areas, backward classes and minorities. The College does not discriminate the students on the cultural, regional, and linguistic and community backgrounds. The College provides support to the students in the form of scholarships, encouragement to participate in the cultural, sports and other activities of the College without any discrimination.

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

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

The College organised various activities for inculcating values, right, duties and responsibilities. Placement linked career guidance program was organized at the college campus on 27th may 2022 and cleanliness drive by NCC and NSS volunteers on 06-03-21, 24-10-21 and 08-06-22). NSS special camp was conducted from 15th to 21st November 2021 under the theme "Role of youth to influence covid -19 trajectory via cleanliness". The College implements the secular, scientific and composite curriculum and syllabus of Manipur University based on the Constitutional values and laws. Indian Government and Politics which also discusses the Constitution of India is offered in BA 3rd Semester Political Science. The College offers a compulsory course titled Environment

Studies for all BA programmes of 4th Semester which also discusses environment as per the Constitutional objectives. The students participate in the observation of Republic Day, Independence Day, Patriots Day ( 13th August), Environment Day, International Women' Day etc. The College NCC and NSS cells under the supervision of the teachers inculcate values, duties and responsibilities of the citizens.

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

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

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

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

On 22nd May, 2022 the College observed International Day of Biological Diversity. The College observed World Cycle Day on 3rd

June 2022 and also observed world Environment Day on 5th June 2022. The College celebrates State, National and International commemoration days with great enthusiasm. Some of the events and commemorative days also include: Republic Day ( 26th January), Independence Day (15 August), etc. During these observation days Covid 19 protocols and safety measures as directed by the Government were strictly followed. Due to Covid 19 pandemic and lockdown the various activities of the College including the observation of the State, National and International commemoration days were reduced in 2021-2022. The College will observe more such days in the coming year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Student Counselling

#### Objectives:

To help students acquire self-confidence, learn problem management and selection of career avenues.

#### Situation:

Routine counselling of students in finding employment and progress in their professional lives.

#### The practice:

Teacher counselors attempted to learn student's unique attention by employing student-friendly activities such as singing, role-

playing, performing musical instruments, word games and quizzes. The students are encouraged to self-discover and develop skills as means of career awareness.

**Indication of Success:**

Students felt relaxed and better communicated. Some students got employed in government and private companies, while some are self-employed.

**Resources:**

The programme did not require hefty amount of money.

**Rainwater Harvesting**

**Objectives:** To conserve and supplement water supply in the college.

**Situation:** College purchases water from private water suppliers due to lack of public hydrant.

**The practice:** College administration arranges harvesting of rainwater from roofs of various buildings and stored in the reservoir.

**Indication of Success:** Due to the availability of harvested rainwater, the college did not purchase water, and hence few thousand rupees could be saved.

**Resources:** Installation of the gutter and drain pipes, and construction of the reservoir tank costs a one-time investment. However, the gutter, drain pipes and tank also requires repairing occasionally.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The distinctiveness of The Maharaj Bodhchandra College lies in the fact that the college has its own history. The land of the college was donated by the then Maharaja of Manipur, His Highness Okendrajit Leishemba in his revered father late His Highness Maharaja Bodhchandra Leishemba. The college was established on the 8th September 1969. Therefore, every year on the 8th of September, the college foundation day is observed. Since the establishment of the institution, the college has its own college song which is performed in every foundation day function. Most of the college foundation day inauguration was led by His Highness Sanajaoba Leishemba, grandson of Maharaja Bodhchandra Leishemba.

Access and inclusion to all the aspiring students is again one of the distinctiveness of the college. All students are valued and have right to learn in the college regardless of needs and abilities. Though the college is situated in the heart of the Imphal City, majority of the students are from rural areas of Imphal East, Imphal West and Thoubal districts, and hilly districts like Tamenglong, Ukhrul, Churachandpur, Kangpokpi and Senapati. To impart and spread knowledge through higher education to the learners who are usually from economically backward families may be considered as one of the important tasks of the college.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The College first informed about the curriculum adopted by Manipur University in the Induction Programme of BA First Semester Students. The schedule of academic session, internal assessment by the College and final Semester Examination of Manipur University are specified in the Academic Calendar. The Academic Calendar is uploaded in college website and informed to the students in advance. The concerned teachers of each department distributed the syllabus to the students. The College conducted the internal assessment and the questions were set by the concerned teachers. The weak students were motivated by the teachers for improvement. Both the teachers and students followed the time table. The College has ICT facilities. The students were encouraged to use library facilities in the college. Due to Covid 19 pandemic and lockdown, online classes were conducted in the blended mode. The study materials were also given through WhatsApp groups to the students. The students of BA Geography (3rd Semester to 6th Semester) and BA Education 6th Semester have Practical. The teachers encouraged the students to ask questions for better understanding. The teachers of the College participated in Orientation Course/Refreshers Course/Short-Term Courses and Faculty Development Programmes besides Seminars/Conferences.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Academic Calendar is prepared in advance and uploaded in the College website and informed through Notice Board and WhatsApp groups. It informed about the beginning of the admission, academic session, schedule of the Internal Assessment and Semester Examination of Manipur University. It is useful to the

teachers, students, administration, various Committees/Cells, Departments and students related groups to prepare action plan. The Academic Calendar mentioned about the meeting of IQAC, Committees/Cells, sports and cultural meets, Manipur University inter-college cultural meet, the College Students' Union Election, activities of NCC, NSS, Career Counselling, observation of the various International, national and state days, etc. It helps to develop the quality culture initiated by IQAC and also to achieve the Vision and Mission of the College. The College conducted internal assessment for every course/paper as per the Academic Calendar. The internal assessment is important as it gives the opportunity to the teachers to set the questions and evaluate the students. The teachers helped the students for better performance in future.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

0

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human**

## Values, Environment and Sustainability into the Curriculum

The College implements curriculum and syllabus of undergraduate programmes adopted by Manipur University on Gender, Human Values, Environment and Sustainability. The Government of Manipur has implemented Code of Professional Ethics for the government college teachers as per UGC Regulations, 2018 vide Orders No.10/187/2018-HE, dated 3rd July, 2021. B.A. programmes have courses like MIL (Major Indian Language) and General English in BA 1st Semester, Regional Development (RD) in BA 3rd Semester and Environment Studies in BA 4th Semester. There is a chapter titled "Manipuri Women in Changing World" on gender issues and role of women in Regional Development (RD) paper in BA 3rd Semester. There is a theme titled "Women's Empowerment" in the paper "Indian Government and Politics" in 3rd Semester BA Political Science. The gender issues are sensitised and awareness is brought through various activities including observation of Women's Day in the college. "Environmental Studies" is a common course in BA 4th Semester. The College has an Eco Club. Thus the College tries to ensure some kind of learning and experiencing Professional Ethics, Gender, Human Values, Environment and Sustainability.

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

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

1

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

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

53

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**

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

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

750

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

315

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Learning levels of the students is tried to identify in various ways for effective teaching-learning. The teachers encouraged the students to ask questions on the topics discussed in the classes. Those students who still lack clarity are asked to meet the teacher in the Department. Those students who are advanced learners are encouraged to read more. Every teacher encouraged the students to read and use the College Library for further reading and knowledge in the areas already discussed in the class. Internal Assessment is a programme to assess the advanced learners and slow learners. In the internal assessment the teachers and Departments have some freedom by setting the questions, fixing dates and evaluate the students by the concerned teachers. Based on the performance in the internal assessment, the concerned teacher takes up remedial measures both for those who performed well and those who did not do well. There were separate discussions with the students specially the weak students on how to improve in the future examinations. The Examination Cell of the College extends full support to the internal assessment.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1852	36

File Description	Documents
Any additional information	No File Uploaded

### 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

The College made efforts to have student centric methods for enhancing learning experience. This effort by the College was limited during the academic session due to Covid-19 pandemic. Experiential learning for BA 3rd Semester to BA 6th Semester for Geography was done through the practical. 6th Semester BA (Hons) Education had practical. In all BA programs the students are encouraged to participative learning through discussion and presentation on the topics in the syllabus. Problem solving methodologies include face to face interactive learning and learning through presentation on a given topic/problem. The College will resuefield works and study tours in the coming years for experiential learning and problem solving for enhancing learning experiences by the students as and when the Covid situation improves.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

There is one designated room with ICT facilities which is used for effective teaching-learning process located on the first floor of the Administrative Building of the College. 15 teachers used ICT enabled tools in teaching learning. The teachers used ICT Room on rotation basis for effective teaching learning in the College. The teachers prepared ppts and used other effective methods while taking classes with ICT facilities. The students had enthusiastic response with the new methods of teaching. The College needs more ICT enabled rooms for effective teaching-learning process. It is hoped that after adoption of National Education Policy 2020 which emphasizes uses of ICT facilities there will be more ICT enabled classrooms in the College in coming years.



File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://mbcollege.edu.in/images/ictRoom.jpg">https://mbcollege.edu.in/images/ictRoom.jpg</a>

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

#### 2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

16

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

306

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The College develops its own methods and practices for effective teaching-learning and evaluation process in the College. The College adopted Academic Calendar which mentioned academic activities including the schedule of internal assessment and final semester examinations of Manipur University. The notice for internal assessment is issued in advance and informed to the students including in the classrooms and in the College Whatsapp groups of every semester. The College conducts internal assessment on which Departments and the concerned teachers have freedom on question setting and evaluation. The teachers discussed the previous questions papers of Semesters Examinations of Manipur University which conduct the Semester examinations at the end of each semester. The internal assessment was an opportunity to test the effectiveness of the teaching and also to improve the slow learners and encouragement to the fast learners. There were separate discussions with the students specially the weak

students on how to improve in the future examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The College has two types of examinations - one internal assessment conducted by the college and another is the Final Semester examination conducted by Manipur University. The students are informed about the internal assessment in advance in the Induction Programme, Academic Calendar, Notice Board, College WhatsApp groups and in addition to the classrooms. The question setting and evaluation of the internal assessment is done by the departments and concerned teachers. Therefore, the Heads of Departments and concerned teachers took special care so that there is no room for manipulation, bias or unfairness to the students in the internal assessment. Every Department and teacher tried to conduct internal assessment in transparent and time bound manner. The Examination Cell of the College supports the conduct of internal assessment. The channel of information between the teachers and students is dynamic. In addition to the classrooms, there is constant touch between the teachers and students through College WhatsApp groups which are formed for every semester. There is transparent system for internal assessment as such there was no complaints from the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The College implements the curriculum and syllabus of Manipur University. The Course Outcomes are not mentioned by Manipur University. However the College adopted the Course Outcomes (COs) which is uploaded in the College website. The College

offered the students B.A. programme in nine subjects of Economics, Education, English, Geography, History, Manipuri, Mathematics, Philosophy and Political Science. After the successful completion of the Programme at the end of 3 years as per the guidelines and norms of Manipur University including the End Semesters Examinations, a Degree is issued by Manipur University to the successful students. Each Department adopted Course Outcomes (COs) along with POs and PSOs as per UGC and NAAC guidelines. The concerned teachers the informed and discussed the Course Outcomes (COs) to the students in the beginning of each Semester. In the internal assessments the concerned teachers set the questions, evaluate and give the marks of the internal assessments. IQAC conducted and analyzed the feedback through Students' Satisfaction Survey and the feedback from the students, alumni and teachers. Based on the suggestions from the feedback, IQAC requested to take up necessary steps to the Departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The attainment level of POs, PSOs and COs are done through the examinations. The College being an affiliating college under Manipur University implements the examination system adopted by Manipur University. The final semester examinations of all the semesters are conducted by Manipur University which included the question setting, evaluation and declaration of final results. The College conducted the internal examinations in the form of internal assessments which is also an effective method of measuring the attainment of POs, PSOs and COs. This is because the departments and concerned teachers set the questions, evaluate and give the marks of the internal assessments. There are other methods of measuring the attainment of POs, PSOs and COs. IQAC conducted and analyzed the feedback from the students in the form of Students' Satisfaction Survey. The College also collected and analyzed the feedback from the students, alumni and teachers. These

feedbacks are studied and necessary steps were taken up by the college based on the feedbacks and suggestions. There are various students' activities in the College. In such activities the students show their talents, communication skills, social interaction and learned values and skills.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

568

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://mbcollege.edu.in/documents/2021-2022MBCollegeStudentSatisfactionSurvey.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

<b>Nil</b>	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
<b>Nil</b>	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>0</b>	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
1	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded
<b>3.3 - Extension Activities</b>	
<b>3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year</b>	
<p>The number of extension activities during 2021-2022 was restricted due to Covid-19 pandemic. The students participated in the activities of the college under the guidance of the teacher-in-charge and teachers. NSS Special Camp was organized from 15-11-2021 to 21-11-2021. The students got the experience, knowledge and skills in social interaction and services. The students were sensitized on historical values and culture, holistic development and the social issues. Felicitation Function of Dr. R. K. Ranjan Singh, Hon'ble Minister of State, Education and External Affairs, Government of India on 18-11-2021 by the College. Number of students and teachers</p>	

participated in the programme and got valuable knowledge about the higher education and governance of vast country like India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded



**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

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

Nil

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

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

Nil

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

## 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.

The infrastructure and physical facilities have been constructed with financial support under UGC, RUSA and State Government. The classrooms, laboratories, ICT Rooms and Administrative Buildings almost encircled the college playground located at the centre. There are 12 Classrooms and one ICT Room. Few rooms of the College Girls' Hostel are used as classrooms due to the shortage of classrooms. ICT Room located in the first floor of the Administrative Building is used by the teachers for taking classes on rotation basis. The Administrative Building has Office of the Principal, non-teaching rooms, IQAC, Examination Cell, NCC and few classrooms. The College has a Library Building next to the Administrative Building. The Ground Floor of the Library Building has the book stacks/almirahs and issuing counter. The First Floor of the Library Building is used as reading room. Librarian Office is also on the first floor. The Geography building of the college has classrooms and practical room for the Geography and Education Departments. Indoor Hall and Multipurpose Hall of the college are used during Examinations. The College has Chowkidar's Quarter. There are department rooms for the teachers. There are washrooms//toilets for both teachers and students which are again divided as for Gents and Women.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College playground is located at the central part of the campus and in front of the Indoor Hall. The Playground is used for sports activities and events. The College Indoor Hall which was constructed for the indoor sports activities of the College. The Multipurpose Hall of the college is used for conducting the Induction Programme, Cultural Programmes, indoor sports activities, Annual Fresher's Meet and other large gathering of both academic and non-academic activities. During NAAC Peer Team visits in the past, the Multipurpose Hall of the College was used for various activities including the cultural activities. The College has facilities of weight training machines, physical exercise equipments like cross trainer, stationary cycle, dumbbell, etc., in a separate room located along the Administrative Building of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

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

The College has a library building which is located on the Southern side of the campus. The books are kept on the ground floor in the shelves. Most of the activities of the library are done at the ground floor. Four teachers of the college supported in the activities of the Library for effective teaching- learning activities. The reading room is located on the first floor of the library building. Seating capacity of the reading room is 66. The total number of books recorded upto 30 June 2022 is 14136. Majority of the books purchased are done by the Directorate of University and Higher Education and supplied to the college library. Depending on the requirement, books are also purchased by the college. Size of the library is 46 ft. by 32 ft. (1472 sq. ft.)

Library Automation: The library is partially automated using KOHA ILMS software. The version of the Koha software is 3.14.11.000. The automation started in 2018. Total number of books entered in Koha software upto 30 June 2022 is 12859. This software is used mainly for the purpose of cataloguing of books and searching of books by the library users.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>E. None of the above</b>
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
Nil	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
27	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The College has one IT facilities for academic and administrative activities of the College. The College has 16 Computers with some printers which are used in various activities of the College. The Computers are used by the Administrative Staff, IQAC, Library and Departments. The College has Wi-Fi facilities. The bandwidth available of internet connection in the College is 10-30 MBPS. Wi-Fi facilities are available in the Administrative Building, IQAC and by the Teacher-in-charge of Scholarship Cell. However the Library does not have Wi-Fi facilities. Attempts will be made to expand use of IT facilities. The priority is to have Wi-Fi facility at Library. More use of computers and expansion of Wi-Fi facilities will contribute to better functioning of the academic, administrative and other activities of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

16

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution** C.10 - 30MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

7.47

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

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.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words.

Education and Geography departments have laboratories. The items of the laboratories are entered in the Departmental Stock Registers. The students conduct practical in these laboratories under the supervision of the teachers. The College Library has a procedure for effective functioning. The College issues Library Cards to students and will be used for borrowing of books from the Library. The First and Second Year students can borrow upto two books. The Third Year Students can borrow upto 3 books. The College has a playground in the middle of the Campus which is used for sports activities including football.

The College has Indoor Stadium where indoor sports activities are conducted. The College Multipurpose Hall is also used for sports activities like Badminton, Carom, Chess etc. The College has facilities of weight training machines, physical exercise equipments like cross trainer, stationary cycle, dumbbell etc. in a room in the Administrative Building. The College has 16 computers which are used in the administration, Library, IQAC, Departments and in ICT activities. There are 13 classrooms with desks and benches. The classrooms have fans and lighting facilities with two generators to back up.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

609

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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



<b>Nil</b>	
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<b>No File Uploaded</b>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>D. 1 of the above</b>
File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<b>No File Uploaded</b>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>78</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>

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

**C. Any 2 of the above**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

### 5.3 - Student Participation and Activities

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

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

0

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

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 )

There are eight members of the College Students' Union. They are : (1) General Secretary, (2) Finance Secretary, (3) Debate and Extension Secretary, (4) Social and Culture Secretary, (5) Magazine Secretary, (6) Games and Sports Secretary, (7) Boys Common Room Secretary and (8) Girls Common Room Secretary. The Students' Union performed various functions including student related activities and for the welfare of the students. In the College Annual Freshers' Meet, Sports Meet etc and Manipur University Inter College Cultural and Sports Meets the Students' Union play active roles. The Union performed various services, welfare activities and supports the students, administration, Principal and teachers of the College. The Union represented the students in the functioning of the College. The Union had meetings with the Principal and teachers-in-charge to discuss and decide the students' activities. In the publication of the College Magazine, the Magazine Secretary played important role. The Union tried to ensure the participation of the students in Career Guidance, Counselling, Students' Grievances and Redressal etc. The inputs and suggestions from the Students' Union were taken into account by the College administration. The Union took active part in the campus cleaning and keeping the campus free from plastics to make an eco-friendly campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 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

In 2010 Alumni Association of the Maharaja Bodhchandra College was established. Alumni Association is an important part of the larger College family. Eminent Alumni members were invited to the College functions. Feedbacks were collected from the Alumni members on the various matters including, teaching-learning, curriculum, and academic improvement of the College. The valuable feedbacks from the Alumni were taken into consideration by IQAC in the College developmental activities. The response and support from the Alumni were encouraging. Some Alumni members helped in keeping campus neat and clean through voluntary services. There is one member in IQAC of the College from the Alumni. Under the initiative of IQAC, the College plans to have more interaction and involvement of the Alumni members in the coming years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

The Mission of the College is the optimum utilization of available resources, to impart and spread knowledge through higher education to the learners coming mostly from economically backward families, hills, minorities and others; to disseminate knowledge by improving quality teaching-learning process and to instill sense of responsibility, accountability and ethical values among the students and faculty members towards achieving higher goals in life. The Mission of the College follows from the Vision of the College "Transforming of knowledge into productive capacities to enable to meet global and local challenges guided by a strong sense of national character and sensitive to traditional mores and cultural values". The teachers are the Heads of Departments, in IQAC, Committees/Cells, Teacher-in-Charge of NSS, NCC, Students' Union etc. The teachers including women participated in the governance, in making perspective plans and in the functioning of the College. The decisions of the Committees/Cells, IQAC etc. are taken into account and implemented in the College by the Principal and administration. The participation of the teachers is institutionalized in these decision making bodies of the College. Vision and Mission of the College are the guiding principles in decision making and functioning of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Committee system of the College is the case study of decentralization and participative management in the College. The committees can be classified into two categories. One set of Committees is related to the students -admissions, examinations and other students' related activities in sports, cultural and counseling. So there Admission Committee,

Examination Committee, teachers-in-charges for Counseling, Students Union, NCC, NSS, cultural and sports. These Committees/Teachers-in-charges work closely with the students, administration headed by the Principal and other stakeholders within the College and outside the College. The inputs and feedbacks from the students and other stakeholders are taken into account in the functioning of the College relating to the students. There is Editorial Board for the publication of College Magazine.

The other Committees are related to the academic, administrative and other activities of the College. There are Academic Council, Library Committee, Infrastructure Development Committee etc. These Committees performed the assigned functions and helped the Principal in the functioning of the College. Thus practice of decentralization and participative management in the College is followed in students, academic and administrative matters of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Vision and Mission of the College as well as the policies of the Government of Manipur and UGC, NAAC etc. are guiding principles in making the strategic plan of the College. The Mission of the College is to make optimum utilization of available resources, to impart and spread knowledge through higher education to the learners coming mostly from economically backward families, hills, minorities and others. One of the objectives of the strategic plan of the College is ensure inclusive higher education in the State of Manipur by providing opportunities to the students specially from the rural and hill areas. The College follows the reservation policy of the Government of Manipur in admissions. Following the Mission of the College and steps taken up by the College there are sizeable number of students from Scheduled Tribes, SCs and minorities in the College. The College has a large number of girl students as well. The students are provided scholarship to the students. The College ensures that there is

no discrimination of the students due to their social categories. Further there is Students' Union and a Students' Grievance Cell in the College.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The College is a government College under Manipur Government and is affiliated to Manipur University, Imphal. The Principal is the overall head at the College. He is the main link with the Directorate of University and Higher Education, Government of Manipur on administrative and financial matters. The Principal is link with Manipur University on the academic matters. The Principal is the primary link between the teachers, students, administration and other stakeholders of the College including Alumni. The College functions with various Committees/Cells, IQAC, Heads of Departments; students related Committees/Teacher-in-Charges and Administrative Staff. The Principal is informed about the decisions and activities of the Committees/Cells, IQAC etc. In the meetings and discussions of the Committee/Cells/IQAC etc. the Principal participates. The Committee/Cells function as per the relevant Guidelines and Rules. For instance IQAC functions as per NAAC Guidelines while Admission Committee and Examination Committee function as per guidelines and rules of Government of Manipur and Manipur University. All teachers are given equal opportunity in Committee/Cells.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded



<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	C. Any 2 of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>Welfare measures for the teachers and non-teaching staff are one of the priorities of the College. These are implemented with fairness and as per rules. The recruitment and posting of teaching and non-staff to the College are done by the Government of Manipur. Adequate infrastructure including rooms, chairs, tables, urinals/toilets with water facilities etc. are provided by the College. There are separate Departmental Rooms for the teachers. There are separate non-teaching staff rooms with the facilities of tables, chairs and computers. There is a Chowkidar with Quarter facility inside the College campus. Orientation/Refresher/Faculty Development/Seminar etc. are provided to the teachers. Non-teaching staff are provided training from time to time. The Principal makes efforts to ensure that the teachers are promoted on time by forwarding ACRs and Performance Appraisals Systems. The leaves are provided on requests and as per requirements of the teachers as per the rules. The teachers and non-teaching staff are given their salaries on time. Library which is used by the teachers. There is regular cleaning of the rooms and campus of the College.</p>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

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

6

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

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

The College takes up measures for timely promotion of teachers and non-teaching staff. The College follows the promotion criteria and requirements of the teachers as per UGC

Regulations as adopted by the Government of Manipur. The teachers who are eligible for promotion submit the filled up ACRs and PBAS which are examined by the respective Heads of the Departments. The filled up PBAS with supporting documents are further examined by IQAC as per UGC Regulations. After the scrutiny and making ensure that PBAS are complete in all respects, IQAC Coordinator signs and forwards PBAS to the Principal. The Principal then do the needful to both filled up ACRs and PBAS of the teachers. After the necessary checks and completion of the requirements, the Principal forwards ACRs and PBAS of the teachers with recommendations to the Director, University and Higher Education, Government of Manipur for further necessary action. Similarly the Principal ensures the timely submission of ACRs of the non-teaching staff to the Director.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

The Government authorities like AG Office conduct the external financial audit of the College. The incomes of the College are primarily from the Government of Manipur for salaries of the teaching and non-teaching staff. Hence the major expenditure is for the payment of the salaries. The College has income from the students collected at the time of admissions and examinations. The large portions of incomes collected from the students are to be submitted to Manipur University and Government of Manipur. The College funds collected from the students are utilized economically and in consultation with Committees and Teacher -in-Charges. The funds relating to the Students' Union activities are spent in consultation with the concerned Secretary and Teacher-in-Charge. There was no audit objection from the External Audit Authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

The financial resources of the College are primarily two. One is the grants received from the Government of Manipur through the Director of University and Higher Education. The grants received from the Government are in installments for the payment of the salaries of the teaching and non-teaching staff of the College. There are grants/funds from the Government for other purposes. The major expenditure of the College goes in the payment of the salaries of the teaching and non-teaching staff. The other financial resources/funds of the College are income from the students collected as fees at the time of admissions and examinations. However the portion of fees collected from the students are to be submitted to Manipur University and Government of Manipur. The College funds collected from the students for the College activities are limited. The College spent fees collected from the students are used for examinations, students' union activities, cultural, sports and other students related activities. The funds of the College are utilized economically and productively in consultation with Committees and Teacher -in-Charges. The

College does not have much freedom to collect or increase funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

**IQAC initiatives for quality culture assurance strategies and processes which are institutionalized are (i) feedback system and (ii) awareness and participation of the teachers and students in NAAC and related activities. In the (i) feedback system information and feedbacks are collected from the current students on Students Satisfaction Survey. The feedbacks collected from the alumni, teachers and students of the College are analyzed and necessary steps were taken up by IQAC and College for positive changes in the functioning of the College. For instance if the feedbacks related to the admission, then the Admission Committee is requested to make the necessary changes. In (ii) awareness and participation of the teachers and students in NAAC and related activities, IQAC hold regular meetings and discussion on the changes and requirement as per NAAC guidelines. The teachers were informed about the activities to be performed by the College as per NAAC objectives and guidelines.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**One initiative of IQAC is related to the (i) effective teaching learning through e-resources and learning and the other is (ii) Internal Assessment. (i) Effective teaching learning through e-**

resources and learning during lockdown due to Covid-19 pandemic was a challenging task. Internet, mobile and Whatsapp groups were used as new tools for teaching learning. The teachers uploaded the learning materials through Whatsapp groups. Google meet/ Zoom etc were used for taking classes. (ii) Internal Assessment is another area taken up by the College under the initiatives of IQAC. The College followed the instructions of Manipur University and Government of Manipur. The questions were uploaded in the Whatsapp groups of each Semester. The students were asked to submit the answers through Mobile/Whatsapp of the concerned teachers. Though not a perfect system such innovative methods and use of technologies were the best options available to both students and teachers due to abnormal situation of Covid-19. These initiatives of IQAC were useful due to the Covid -19 situation. More initiatives will be taken up by IQAC in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The College offers a course titled Regional Development (RD), a common paper of all BA 3rd Semester students. In this course there is a Chapter dealing with the gender issues and role of women in the context of Manipur. These issues are discussed in the Chapter titled "Manipuri Women in Changing World". There is a theme titled "Women's Empowerment" in the paper "Indian Government and Politics" in BA 3rd Semester Political Science. Awareness is also given to the girl students on women's health, hygiene and sanitation. Sanitary pads are made available for emergency purposes in the Girl's Common room located in Girl's Hostel. New Girl's Common room is undergoing construction at the northern side of the college campus. The students participate in the observation of International Women's Day in the College. The College has separate urinals/toilets for the women. The women teachers take part in decision making bodies while women students are specially encouraged to participate co-curricular and other activities of the College. The objective is to have awareness on gender equality, role of women and needs for their participation in development for equality and humanity in the society.



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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

#### Solid waste management

The College has a system and practice of collecting and disposing of solid waste inside the Campus. The College offers BA programmes only and does not have biomedical waste, hazardous chemicals and radiation waste from the Laboratories. The College offers a compulsory course titled Environment Studies for all BA programmes of 4th Semester which discusses various aspects of environment. Dust bins are kept inside the College campus, Office rooms, IQAC room, Indoor Hall, Multipurpose Hall, Departmental Rooms and in front of classrooms. The College engages the solid waste collector, Social Upliftment and Welfare Organization(SUWO), Imphal East for collecting the solid waste of the College. SUWO collects regularly all kinds of waste from the College. The College observes World Environment Day and conducts regular social services. These are done for maintaining a clean and healthy

environment in the College as well as to cultivate sense of awareness among the students for collecting and disposing off the waste. Repairable computers, UPS and batteries are repaired and recharged, while those which cannot be used are disposed off. Awareness is given to the students for the waste disposals.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

D. Any 1 of the above

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

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

The College organised regular observation like Annual Fresher's Meet, Teacher's Day and College Foundation Day in which the students show their talents in dance, drama and songs. Homage was paid to the founding members of the college during Foundation Day celebration. The College organised a felicitation function of Dr R.K. Ranjan Singh, Hon'ble Minister of State, Education and External Affairs, Government of India on 18-11-2021. The College takes up all possible efforts in providing an inclusive environment by recognizing cultural, regional, linguistic and socio-economic diversities. The College follows the curriculum and syllabus prescribed by Manipur University which recognizes the diversity. The College follows the admission policy and reservation policy of the Government of Manipur which recognizes the diversity of the society. The Mission of the College focuses on the inclusion of the students from hill areas, backward classes and minorities. The College does not discriminate the students on the cultural, regional, and linguistic and community backgrounds. The College provides support to the students in the form of scholarships, encouragement to participate in the cultural, sports and other activities of the College without any discrimination.

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

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

The College organised various activities for inculcating values, right, duties and responsibilities. Placement linked career guidance program was organized at the college campus on 27th may 2022 and cleanliness drive by NCC and NSS volunteers on 06-03-21, 24-10-21 and 08-06-22). NSS special camp was conducted from 15th to 21st November 2021 under the theme "Role of youth to influence covid -19 trajectory via cleanliness". The College implements the secular, scientific and composite curriculum and syllabus of Manipur University based on the Constitutional values and laws. Indian Government and Politics which also discusses the Constitution of India is offered in BA 3rd Semester Political Science. The College offers a compulsory course titled Environment Studies for all BA programmes of 4th Semester which also discusses environment as per the Constitutional objectives. The students participate in the observation of Republic Day, Independence Day, Patriots Day ( 13th August), Environment Day, International Women' Day etc. The College NCC and NSS cells under the supervision of the teachers inculcate values, duties and responsibilities of the citizens.

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

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

**B. Any 3 of the above**

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

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

On 22nd May, 2022 the College observed International Day of Biological Diversity. The College observed World Cycle Day on 3rd June 2022 and also observed world Environment Day on 5th June 2022. The College celebrates State, National and International commemoration days with great enthusiasm. Some of the events and commemorative days also include: Republic Day ( 26th January), Independence Day (15 August), etc. During these observation days Covid 19 protocols and safety measures as directed by the Government were strictly followed. Due to Covid 19 pandemic and lockdown the various activities of the College including the observation of the State, National and International commemoration days were reduced in 2021-2022. The College will observe more such days in the coming year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Student Counselling**

**Objectives:**

To help students acquire self-confidence, learn problem management and selection of career avenues.

**Situation:**

Routine counselling of students in finding employment and progress in their professional lives.

**The practice:**

Teacher counselors attempted to learn student's unique attention by employing student-friendly activities such as singing, role-playing, performing musical instruments, word games and quizzes. The students are encouraged to self-discover and develop skills as means of career awareness.

**Indication of Success:**

Students felt relaxed and better communicated. Some students got employed in government and private companies, while some are self-employed.

**Resources:**

The programme did not require hefty amount of money.

**Rainwater Harvesting**

**Objectives:** To conserve and supplement water supply in the college.

**Situation:** College purchases water from private water suppliers due to lack of public hydral.

**The practice:** College administration arranges harvesting of rainwater from roofs of various buildings and stored in the

reservoir.

**Indication of Success:** Due to the availability of harvested rainwater, the college did not purchase water, and hence few thousand rupees could be saved.

**Resources:** Installation of the gutter and drain pipes, and construction of the reservoir tank costs a one-time investment. However, the gutter, drain pipes and tank also requires repairing occasionally.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The distinctiveness of The Maharaj Bodhchandra College lies in the fact that the college has its own history. The land of the college was donated by the then Maharaja of Manipur, His Highness Okendrajit Leishemba in his revered father late His Highness Maharaja Bodhchandra Leishemba. The college was established on the 8th September 1969. Therefore, every year on the 8th of September, the college foundation day is observed. Since the establishment of the institution, the college has its own college song which is performed in every foundation day function. Most of the college foundation day inauguration was led by His Highness Sanajaoba Leishemba, grandson of Maharaja Bodhchandra Leishemba.

Access and inclusion to all the aspiring students is again one of the distinctiveness of the college. All students are valued and have right to learn in the college regardless of needs and abilities. Though the college is situated in the heart of the Imphal City, majority of the students are from rural areas of Imphal East, Imphal West and Thoubal districts, and hilly districts like Tamenglong, Ukhrul, Churachandpur, Kangpokpi and Senapati. To impart and spread knowledge through higher education to the learners who are usually from economically backward families may be considered as one of the important



tasks of the college.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The College will continue to work actively for qualitative changes both in academic and through other activities. In these activities IQAC will work as per the guidelines of NAAC, National Education Policy and to achieve the Vision and Mission of the College. The College will take up special measures relating to academic, cultural, sports and other activities relating to the students. The College will organise seminars, awareness programmes on various issues relevant to the present time. Various activities like Alumni Meet and State, District Level competitions in the coming year 2022-2023 will be organised by the college.