Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**LAMKA COLLEGE**
Name of the head of the Institution	**Dr. L. Chinzakham Ngaihte**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**+919862244561**
Mobile no.	**9862244561**
Registered Email	**lamkacollegeccp11@gmail.com**
Alternate Email	**dllungtau@gmail.com**
Address	**Lamka College, New Lamka, Churachandpur Dist. Manipur -795006**
City/Town	**Churachandpur**
State/UT	**Manipur**
Pincode	**795006**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Mr. David L. Lungtau, Assistant Prof. Dept. of Political Science**
Phone no/Alternate Phone no.	**+918575367089**
Mobile no.	**8575367089**
Registered Email	**dllungtau@gmail.com**
Alternate Email	**lamkacollegeccp11@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.lamkacollege.edu.in

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.lamkacollege.edu.in/file006/B2308211657.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.76**	**2012**	**21-Apr-2012**	**20-Apr-2017**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**10-Sep-2012**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Remedial Classes for	**30-Oct-2017**	**12**

weaker students	6	
Inauguration / Introduction of First Batch of Vocational Course 'Tourism & Hospitality Management' under RUSA Scheme	04-Jul-2017 180	18
Observance of College Founding Day (Cultural Day)	06-Jun-2017 1	88
Orientation / Induction Cum career Counseling for new students	20-Jul-2017 1	43
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA	HRDC, UGC	2017 0	147015
Institution	RUSA	HRDC, UGC	2018 0	1091001
Institution	RUSA	HRDC, UGC	2018 0	2000186
Institution	RUSA	HRDC, UGC	2018 0	4929814
Institution	RUSA	HRDC, UGC	2018 0	572985
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Introduction of Vocational Course on Tourism Hospitality Management under RUSA scheme of vocationalization of Higher Education 2. Remedial Classes for weaker students 3. Infrastructure improvement under RUSA infrastructure grants to Colleges. 4. Orientation / induction cum career guidance for new students

[View File](#)

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

Plan of Action	Achivements/Outcomes
To Conduct Orientation cum career guidance for students	Conducted
To start Vocational course on 'Tourism & Hospitality management'	Course inauguarated and admission processed
To Continue the Remedial Classes for weaker students	conducted on the last week of October
To observed College Founding day	Observed in June
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	04-Aug-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2017

Date of Submission	30-Mar-2017

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college does not operate on fully automated information system. Conventional mode of information is widely used. Informations/notices for students regarding admissions, exam

schedules and dates, results and other important matters are put up in the College Notice board well in advance for students to see and to be informed. in certain cases whatapps through mobile is used for emergency information. Prospectus and other informations are also uploaded in the college website: www.lamkacollege.edu.in.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Lamka College, one of the two college in the District of Churachandpur, Manipur in all its efforts works for the overall development of the students. Utmost care is taken for the systematic delivery and timely completion of the syllabus prescribed by Manipur University. Curricular and co-curricular activities are planned and carried out through the College annual academic calendar. At the beginning of each academic session orientation or induction programme is organized where the students are given information on the curricular and co-curricular activities for the academic year. To ensure smooth teaching learning atmosphere every department heads prepare their class routine and outline syllabus well in advance. The College presently runs 8 elective B.A. Arts subjects and Commerce stream with M.I.L subjects of different local languages such as Paite, Hmar, Mizo, Thado-Kuki and Manipuri. The action based process involves the following: Academic Calendar: The College have its annual academic calendar put up in the notice board of the students and for all the departments. All expected activities during the academic year are clearly stated with month and dates. The IQAC approves the coming academic calendar at the end of previous academic session. Daily class routine is being prepared well in advance before the start of the academic session to prepare the faculty well in advance for their syllabus and lecture. Departmental meetings are conducted in which the syllabus is distributed to all the faculty according to their interest areas or specialized subjects in all the department by each department head. Monitoring the Teaching Learning process: After the introduction of the semester system in undergraduate courses by the Manipur University, a single semester consists of five months including the end semester examinations. Every teaching faculty prepare a lecture note well in advance so that effective class lecture is given to the learners. All departments evaluate their teaching learning system towards the end of the semester but before the examination so that remedial classes and tutorials are arrange for the weaker students. Since, Lamka College is basically running undergraduate Arts and Commerce courses, class room teaching is given priority. To evaluate the students' progress internal test and assignments are an important elements that the college emphasize to students before the end-semester exam.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development

| Tourism Hospitality Management | ----------   ----- | 04/07/2017 | 180 | employability | Nil |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	B.A. Sociology	11/07/2017
BA	B.A. Geography	11/07/2017
BCom	Bachelor of Commerce	11/07/2017
View File		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	11/07/2017
BA	Education	11/07/2017
BA	Economics	11/07/2017
BA	History	11/07/2017
BA	Political Science	11/07/2017
BA	Geography	11/07/2017
BA	Sociology	11/07/2017
BCom	Commerce	11/07/2017

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

	Certificate	Diploma Course
Number of Students	18	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Vocational Course in Tourism Hospitality Management	04/07/2017	18
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	Nill
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	No
Parents	No

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

Feedback Obtained

Feedback regarding the College administration, teaching-learning, curriculum and co-curriculum activities are periodically collected from students, teacher / faculty and other stakeholders. The feedback system of the college is mainly managed and monitored by the academic committee and the IQAC in which, the principal is the Chairman. The feedback are in the form of questionnaire which the respondent responded with four levels of grading indicator - Excellent, very good, good and satisfactory. After feedbacks are collected, it is analysed and the students and faculty are given the liberty and freedom to give their valuable suggestions. The students can also submit their suggestions, grievance and problems anytime during the semester through the Grievance Redressal Committee. The students also gave their feedbacks through their mentors and are given due importance. The feedback from faculty is obtained through discussions in the departmental meetings or in the faculty meetings. Since the college does not have a registered Alumni Association thus far, it does not keep a feedback record of the alumni students. All feedback collected are thoroughly discussed and analysed in the appropriate forum or committee for action and improvement of the college. Matters relating to individual issues are forwarded to the individuals concerned or departments to address the problem by adopting corrective measures. Matters relating to the overall administrative process of the college are dealt with the principal in coordination with the concern department through head of department or concern committee.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	50	4	4
BA	Sociology	50	15	15
BA	Geography	50	5	5
BA	Political Science	50	35	35
BA	History	50	21	21
BA	Education	50	31	31
BA	Economics	50	11	11
BA	English	50	25	25

View File

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2017	103	Nill	22	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
Nill	Nill	10	3	3	Nill
View File of ICT Tools and resources					
No file uploaded.					

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

At the start of every academic session, the admitted names of the students with the names of appointed or assigned teacher mentor are displayed on the College notice board. The students (mentee) are also informed about the whole mentor – mentee system of mentorship during the orientation / induction programme organized for the new students. The appointed teacher-mentors are given the responsibility towards their mentee-students regarding their academic progress, psychological wellbeing, regular class attendance and character of the students. The mentors are responsible for the overall development of their mentees. Each mentor is informed to keep a good record of their mentee's scholastic and co-curricular activities. All mentors looks into the academic needs of the students and accordingly special remedial classes are arranged to help out the weaker students to cope up with their curricular syllabus before the end-semester or the final university examination conducted by the Manipur University. The mentors also maintains the biographic details of each individual and socio-economic status and attend to the problems and needs of the students as far as applicable to the institution. The College administration does not follow any structured system or mode of monitoring system. The mentors are given free hand to use both formal and informal means of mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
103	22	1:5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	22	22	Nill	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of

				semester-end/ year-end examination	results of semester-end/ year-end examination
BA	B.Com	1st Semester	27/11/2017	27/02/2018
BA	Sociology	1st Semester	27/11/2017	27/02/2018
BA	Geography	1st Semester	27/11/2017	27/02/2018
BA	Political Science	6th Semester	09/05/2017	20/06/2017
BA	History	6th Semester	09/05/2017	20/06/2017
BA	Education	6th Semester	09/05/2017	20/06/2017
BA	Economics	6th Semester	09/05/2017	20/06/2017
BA	English	6th Semester	09/05/2017	20/06/2017

View File

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

The College has an Examinations Committee comprising of the following members: 1. Chairman : Principal (by post) 2. Secretary : Controller of Examinations (by post) 3. Members: Up to 5 nominated faculties including the Vice Principal. At the beginning of a new semester, students are informed about the academic calendar. This highlights the time frame of their classes, internal evaluation and final examination apart from other information. The College conducts home assignments, remedial classes and internal tests to assess the performance of the students. Assignments or internal tests are conducted before the semester examination and marks are allotted by the concerned subject teacher. After any test or assignment a period of 5 days is given to the students for any complaints or grievance redressal regarding the mark allocation. Any test or assignment related grievances may be addressed to the Controller of Examinations. Any or all grievances will then be brought to the Committee by the Controller of Examinations for discussion. The Committee then discusses these grievances with the teacher concerned along with the student and tries to solve the issue at the earliest time possible. The Committee make sure that everything is transparent to the student and also the teacher and everyone is satisfied with the final decision being made. The institution has adhered to the following norms for the continuous internal evaluation (CIE) process: - Admission notice for the Session are served by the college soon after the Manipur University notifies the date for new session. - The college notifies the date for starting regular classes after all the admission process are completed in compliance with the university order/notice. - Induction programme for the new students are conducted every year. - The college academic calendar are provided to the students at the beginning of every session. - The College conduct internal examination before every end semester examination. Sometimes, the students are given home assignment which is considered equivalent to internal assessment depending on the situation. - Regular classes for the students are conducted on every working days. The list of holiday for the College are provided by the Government of Manipur. - The class begins at 10: am in the morning and end at 4:00 pm in the evening. - The college arranged Remedial/Tutorial classes for all those students who felt the need for extra classes. - The Vice Principal of the college ensures the smooth conduct of the classes.

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

One of the major components of our education system is examination. The education process in any discipline of learning ends with examinations. The

entire effort put in by the teachers on teaching and the student on learning is centred on getting good results in the examinations. Thus examinations have been overriding the process of education and are a matter of concern for stakeholders. The institution has adhered to the following norms for the continuous internal evaluation (CIE) process: - Admission notice for the Session are served by the college soon after the Manipur University notifies the date for new session. - The college notifies the date for starting regular classes after all the admission process are completed in compliance with the university order/notice. - Induction programme for the new students are conducted every year. - The college academic calendar are provided to the students at the beginning of every session. - The College conduct internal examination before every end semester examination. Sometimes, the students are given home assignment which is considered equivalent to internal assessment depending on the situation. - Regular classes for the students are conducted on every working days. The list of holiday for the College are provided by the Government of Manipur. - The class begins at 10: am in the morning and end at 4:00 pm in the evening. - The college arranged Remedial/Tutorial classes for all those students who felt the need for extra classes. - The Vice Principal of the college ensures the smooth conduct of the classes.

2.6 – Student Performance and Learning Outcomes

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

https://www.lamkacollege.edu.in/file006/B26082120289.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Com	BCom	Commerce	Nill	Nill	0
SOC	BA	Sociology	Nill	Nill	0
GEOG	BA	Geography	Nill	Nill	0
PSC	BA	Political Science	5	4	80
HIS	BA	History	11	10	91
EDN	BA	Education	15	15	100
ECO	BA	Economics	Nill	Nill	0
ESL	BA	English	2	2	100
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Survey not done

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

		agency	sanctioned	during the year
Nill	0	NIL	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIl	NIL	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N/A	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	N/A	Nill	0

No file uploaded.

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

Department	Number of Publication
N/A	Nill

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	NIl	NIL	Nill	0	NIL	Nill

No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NIl	NIL	Nill	Nill	Nill	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	Nill	1	1
Presented papers	Nill	Nill	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	Nill	Nill
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	Nill	Nill
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
N/A	0	N/A	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
N/A	N/A	N/A	Nill	Nill	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
N/A	Nill	N/A	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
216850	216850

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Nill	NIL	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8500	1341815	92	51796	8592	1393611
Reference Books	1945	486250	Nill	Nill	1945	486250
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	10	0	0	0	0	4	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	10	0	0	0	0	4	0	0	0

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

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
No Data Entered/Not Applicable !!!			

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

Policy for Physical, Academic and Support facilities. Lamka College has a well established systems and procedures for maintaining and utilizing the different infrastructures. It has different internal committees which look after and monitor the smooth functioning of these infrastructures. Any report for repair or upgrade goes to the infrastructure committee concerned which immediately looks into the matter. However, for major works or up-gradation of the existing infrastructures or setting up of new ones, the matter goes to the Building committee of the college. The college has adequate space to accommodate the physical, academic and support facilities. There are adequate classrooms with proper space for seating and mobility and lighting to meet the need of the students. The library is well stocked with curriculum books as well as volumes of references books and newspapers. Reading tables are provided to ensure a comfortable read. The College also has a back-up generator to provide power if the need arises. There are several waste bins placed at strategic

places around the campus to discourage littering and ensure a neat campus. The college has a cleaning crew which looks after that the administrative offices, classrooms, library, bathrooms (both the gents and the ladies), conference room, gymnasium, campus etc. Any damage be it equipments or furniture are replaced as the need arises. Maintenance and utilization of Library. The library has a Library Committee with the Principal as the chairman and members appointed by the Principal. The committee ensures the smooth functioning of the library. It is responsible for the purchase and collection of books, journals and other reading materials on the recommendation of the Head of Departments. The library is accessible to all students and faculty members. It is open from 10:00am to 3:00pm from Monday to Saturday. There is a nominal library fee which the students pay at the time of admission which goes towards the maintenance and upgrading of the library. Binding of old and partially damaged books are done periodically as the need arises. Maintenance and utilization of Computers. All computers systems in the college are managed and maintained in-house by the IT Nodal Officer. The college has a computer room for the students and teachers. Maintenance and utilization of Sport Complex. The college has a gymnasium with well- maintained equipments to meet the needs of the students and faculty members. It has a spacious indoor stadium for playing badminton, table tennis, volleyball etc. There is an outdoor basketball court as well as a playground with enough space to host outdoor games and competitions like running tracks, outdoor volleyball etc. The Committee in Sports and Extracurricular Activities organize sports activities, provides suggestions for up gradations to the Building Committee and supervise the maintenance of these infrastructures by the cleaning crew. Maintenance and utilization of Classrooms. The classrooms are properly lighted and equipped with suitable furniture arranged to ensure space for mobility. Each classroom has adequate benches and desks for each class along with a whiteboard and markers.

https://www.lamkacollege.edu.in/iqac.aspx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	N/A	0	0
Financial Support from Other Sources			
a) National	Post matric scholarship for ST students	59	451200
b)International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	Nill	0
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	NIl	Nill	Nill	Nill	Nill
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
N/A	Nill	Nill	N/A	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	N/A	N/A	N/A	N/A
No file uploaded.					

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

Items	Number of students selected/ qualifying
Nill	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Games Sports Meet	Institution	45
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

Nill	NIL	Nill	Nill	Nill	NIL	NIL

No file uploaded.

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

The College administration is transparent and democratic in which Students are engaged and participated in various administrative, co-curriculum and extra curriculum activities of the college. Every year as per the government notification and as per the Manipur University regulation, a Student Union/Council elections are held in the College and Students' Union leaders are elected. As per the regulation, the principal by its designation is the president and the General Secretary along with other secretaries are elected from the students, by the students and for the welfare of the students. The Students Union consists of the – Secretary education, Secretary Cultural, Secretary Games Sports, Secretary Finance, Secretary Magazine and secretary Information. The Students' Union act as an important catalyst for the development of the College by participating in committees of the College like – IQAC, Anti-ragging Committee, Sports and extra-curricular activities Committee, National Service Scheme (NSS) etc. College annual events like Annual Games Sports Meet, College Founding Day and other Cultural events are mainly organized and anticipated by the Students Union. The administration is participative and decentralised in its nature and functions. The teaching and non-teaching staff has inputs and influence over the decision-making of the institution. This is evident from the institution of different committees to meet the administrative requirements of the College. Through the committee meetings issues are raised related to day-to-day functioning of the institution which are discussed and solutions are sough in a democratic manner. Any decision to be taken is carefully taken care of by the head of the institution. The principal, before taking ant major decisions takes the opinions of the faculty members and gives importance to the decisions taken at the committee levels. The observations, analysis, suggestions and recommendations of the staff members are openly welcome and considered carefully. This makes the staff members that their opinions count. The College functions through different levels of committees like – the Academic Committee/Council, IQAC, the Planning and Development Committee and various other alike committees. These committees takes decisions as per the suggestions of faculties to promote the culture of participative management. The two practices of decentralization and participative management that the institution has undertaken are – Organisation and re-organisation of internal institutional committees. The teachers Council, after having detailed discussion with the teaching and non-teaching staff, if found necessary reconstitute and re-organised the internal committees to ensure efficient and effective functioning of the curricular, co-curricular, extracurricular and other developmental activities. Each committee or cell consists of 3 – 10 members depending on the nature and extend of responsibility. The senior teachers are assigned as the head of each committees. The committees are given mandate and they in return come up with constructive opinions. At the end of each session each committee submit or discusses their problems and issues and suggestions to the IQAC for necessary action and implementation. Secondly, the formation and institutionalisation of the College Planning and Development Committee (CPDC) acts as the main constitutional committee as per the State University norms. The composition of

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:
0

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College administration is transparent and democratic in which Students are engaged and participated in various administrative, co-curriculum and extra curriculum activities of the college. Every year as per the government notification and as per the Manipur University regulation, a Student Union/Council elections are held in the College and Students' Union leaders are elected. As per the regulation, the principal by its designation is the president and the General Secretary along with other secretaries are elected from the students, by the students and for the welfare of the students. The Students Union consists of the – Secretary education, Secretary Cultural, Secretary Games Sports, Secretary Finance, Secretary Magazine and secretary Information. The Students' Union act as an important catalyst for the development of the College by participating in committees of the College like – IQAC, Anti-ragging Committee, Sports and extra-curricular activities Committee, National Service Scheme (NSS) etc. College annual events like Annual Games Sports Meet, College Founding Day and other Cultural events are mainly organized and anticipated by the Students Union. Lamka College promotes the culture of participative engagement and management from its inception. The administration is participative and decentralised in its nature and functions. The teaching and non-teaching staff has inputs and influence over the decision-making of the institution. This is evident from the institution of different committees to meet the administrative requirements of the College. Through the committee meetings issues are raised related to day-to-day functioning of the institution which are discussed and solutions are sough in a democratic manner. The College functions through different levels of committees like – the Academic Committee/Council, IQAC, the Planning and Development Committee and various other alike committees. These committees takes decisions as per the suggestions of faculties to promote the culture of participative management. The two practices of decentralization and participative management that the institution has undertaken are – Organisation and re-organisation of internal institutional committees. The teachers Council, after having detailed discussion with the teaching and non-teaching staff, if found necessary reconstitute and re-organised the internal committees to ensure efficient and effective functioning of the curricular, co-curricular, extracurricular and other developmental activities. Each committee or cell consists of 3 – 10 members depending on the nature and extend of responsibility. The senior teachers are assigned as the head of each committees. The committees are given mandate and they in return come up with constructive opinions. At the end of each session each committee submit or discusses their problems and issues and suggestions to the IQAC for necessary action and implementation. Secondly, the formation and institutionalisation of the College Planning and Development Committee (CPDC) acts as the main constitutional committee as per the State University norms. The composition of the CPDC ensures the active participation

of all stakeholders such as teaching and non-teaching staff, students, academicians etc. which clearly ensures the decentralized and participative engagement. All major decisions are taken at the CPDC committee.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	To properly manage and take care of the admissions of the students, the College has its own Admission Committee. Every year, the committee notifies the dates and fee structure of admission for those interested public. Notice is put up well in advance in the College notice board and also publish it in the Local daily newspaper for the public to know about the admission process. The College published its prospectus every year along with the admission application form. Normally, issue of prospectus and admission forms is done from 2nd week of June and last date for admissions is at the end of July. The College prospectus is also uploaded in the college website. First come first serve basis is what we follow in the admission process. Most of the students seeking admission to the college are from rural areas. The College administration through the admission committee maintains utmost transparency and student friendly procedure of admission. The students' Union leaders volunteer themselves by setting up help desk to help the students seeking admission in the College.
Industry Interaction / Collaboration	Since the College is situated in rural area it is not easy to promote collaborative undertaking with industry. However, interdepartmental activities and collaborative efforts are being taken up and IQAC encourages departments, committees and other units of the College like NSS to collaborate together and interactive exercises are taken up. The College administration with the IQAC through departments and governing committees manages collaborative activities with the parent university and the State governing authority.
Human Resource Management	As far as available human resources,

	the optimum utilisation and management is being well looked after by the head of the institution. All the faculty members, non-teaching staff and students are part and parcel of the human resource and are optimally utilised and managed. They are all assigned to their own duty and responsibility as per their capability and they all discharged their duty faithfully and with commitment. The College management and planning committee provides moral and material support and freedom to the staff in performing their activities. The performance of the staff members is appreciated by the management. All the faculty members and staff are provided with adequate facilities such as infrastructure, library, study leave, duty leave, maternity leave etc. as per the Manipur government rules.
Library, ICT and Physical Infrastructure / Instrumentation	The College has a good library with quality volumes of books catering to the under graduate students requirements and need. However, the problem with the library maintenance is that the College does not have a permanent librarian to manage the library. Internal arrangements are made by assigning one or two among the faculty members to look after the affairs of the library. At present the College Library is still not computerised or automated due to lack of manpower and funds. The College administration is giving a top priority to the development of the Library and the matter has been intimated to the concern authority for necessary action. In near future the college administration is trying its best to provide e-resources or e-library facility to the students. The College Library Committee maintains the affairs and development of the library which is headed by the principal. The College administration always encourages the staff to cope up with ICT and encourages the faculty members to attend as much as ICT-base trainings or workshops available in the district. The Principal ensures that ICT based classrooms, e-facilities, e-learning tools are available in the College in near future.
Research and Development	The College being under graduate

		course only with few Arts subjects have little or no resources for promoting research and development as may be required. The College also lacks in source of fund as the number of students admitted are not huge to garner resources. In such a situation and as the College is exclusively Arts Stream promoting research and development is a big challenge for the institute. However, under the initiative of the IQAC, seminars and workshops are conducted from time to time. The IQAC ensures the active participation of all the faculty members and the students in such a seminar or workshop.
	Examination and Evaluation	There is an examination committee of the College which look after the smooth conduct of any exams in the College, be it internal assessment or the University level examination. The Committee also maintains effective evaluation system in co-ordinating with the academic committee through conduct of internal test, assignments, co-curriculum activities and extra-curricular activities. The evaluation of the students are mainly done through the external and internal examinations held twice in a semester. Any grievances arises relating to examinations and assessments of the students' performance, the matter is quickly taken up and addressed to by the Principal and vice principal in consultation with the examination committee or the controller of exams without much delay. As per the parent university calendar and as notified by the controller of exams, Manipur University the College conducts university examinations under the guidance of the examination committee of the College. The College has a well-functioning Controller of Exams who is the over all in charge of examination related matters. For the final examination i.e, the University examination, the university sets the questions and provided to the college through a secure channel. All the internal assessment exams are managed by the examination committee under the leadership of the controller of exams. The College does not adopt any automation software for exam related activities.

Teaching and Learning	As teaching is the main aspect of education system, the College education emphasizes on quality teaching. The faculty members are encourage to participate in faculty development programmes such as Orientation programmes, Refresher Courses, Faculty induction programmes as per the Human Resource Development Centre (HRDC) under UGC in different Universities to update themselves with the modern techniques of teaching. The learners are provided with well documented Library facility, classrooms, and other academic exposures such as seminars, debates, workshops whenever available. The academic dean or the vice principal takes care of the academic affairs of the College in collaboration with the academic Committee. Feedbacks from students and other stakeholders are collected to assess the quality of teaching and from hence improvement are sought upon.
Curriculum Development	The College, being affiliated to Manipur University fully adopts and adheres to the curriculum designed by the University. The College prepares an academic calendar in tune with the parent university calendar. All faculty members have their own individual teaching plan in line with the academic calendar an as per the prescribed syllabus. The daily class routine is being prepared by the academic in-charge or the Vice-Principal. The faculty members interact with the members of the university authorities / statutory bodies related to curriculum development as when needed. The College does not have a separate procedure for promoting and developing the curriculum or syllabus by itself.

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

E-governace area	Details
Planning and Development	The College through IQAC has adopted the policy of e-correspondence and information of its policies, decisions and notices for its staff and stakeholders. The IQAC uses Whats App group and email account for communication with the staff members. Emails and whats App is used to give and get quick information from the students and staff for planning and development.

Administration	**The college at present does not have any College Automation Software for fully implementing e-governance on administration. However, for effective and more informative administration the college uses whats App, emails and the college website for faster co-ordination. Teaching faculty and non-teaching faculty have their respective whats App group in which the Principal is a member respectively. For better and faster administration and information to students of important notices a whats App group is created and administer by one of our staff. The college website and personal emails are also served as an important source of information and administrative efficientcy.**
Finance and Accounts	**At present the college does not have a separate module for e-finance and accounts but any government funding transactions and management are done through PFMS and the salaries of all the teaching and non-teaching staff are done through CMIS, Manipur. The College has a dealing cleark who operates and prepare pay bills and other government bills.**
Student Admission and Support	**As the College does not operate on automation software at present the process of student admissions and support system cannot be fully e-governance. But, notification on the process of admissions and prospectus are made available in the College website. The students also apply for Post-matric scholarship for ST/SC students through online module.**
Examination	**The College partially implemented e-governance with regard to examinations. The notices for exams and results are put up in the Manipur University website which is downloaded and again uploaded in the College website.**

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	**Nil**	**Nil**	**Nil**	**Nill**
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nill	Nill	Nill	0

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	26	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Career Advancement Scheme (CAS) benefits to all teachers as per the norms of the Manipur University and as per the state rules in adherence to the UGC norms. 2. Medical leave, maternity leave, duty leave, on duty leave facilities are provided to teachers as per the parent University and Government of Manipur rules and regulations. 3. Medical reimbursement as per the scheme of the Government of Manipur. 4. Government Provident Fund (GPF) scheme for teachers who joined the service before 2006 and the New Pension Scheme (NPS) who joined service after 2006. All faculty enjoy the state employees insurance Scheme. Loan	1. College administration motivates the non-teaching staff to pursue basic ICT trainings available. 2. Medical reimbursement as per the scheme of the Government of Manipur and Medical leave, maternity leave, duty leave, on duty leave facilities are provided as per the Government of Manipur rules and regulations. 3. Promotion are given to staff as per government employees regulation as per their seniority. Government Provident Fund (GPF) facilities is also provided to the non-teaching staff. 4. Non-teaching staff can also avail loan facilities if they want to from the Bank where they draw	1. Government of India (GOI) post-matric scholarship to ST students are given to all Schedule Tribe Students admitted in the College provided they fulfil minimum requirements and documents. 2. The College has a Students' Grievance Re-dressal Cell/Committee which takes care of the welfare of the Students in all aspects. 3. Awards and appreciations are given to any students who did outstandingly good in the University examinations securing state level positions.

facilities are also available to teacher in the Bank from where their salary is credited.	salary.		

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: The College Planning and management committee headed by the Principal handles all financial matters of the College. The College Head Clerk or the Casher maintains all the admission fee receipts of the students and expenditures of the College as per the advice of and acknowledgement of the Principal. Internal Audit is done by appointing an auditor by the principal and inputs are given to the auditor. After auditing, audited statements are given to the Principal. External Audit: External Audit is solely under the purview of the concern State Governing authority which is the State Directorate of University Higher Technical Education, Government of Manipur. Hence, as when and require external audit is done by the concern governing authority and in which all supports are given by the College.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Manipur University	Yes	Academic Council/Committee
Administrative	Yes	Directorate of Higher Technical Education, Government of Manipur	Yes	College Development Management commitee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The College at present does not have a functioning PTA

6.5.3 – Development programmes for support staff (at least three)

1. College administration motivates the non-teaching staff to pursue basic ICT trainings available. 2. Medical reimbursement as per the scheme of the Government of Manipur and Medical leave, maternity leave, duty leave, on duty leave facilities are provided as per the Government of Manipur rules and regulations. 3. Promotion are given to staff as per government employees regulation as per their seniority. Government Provident Fund (GPF) facilities is also provided to the non-teaching staff. 4. Non-teaching staff can also

avail loan facilities if they want to from the Bank where they draw salary.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. One Day Orientation cum career guidance for newly admitted students conducted on 20/07/2017 2. College Founding day being observed on 6/6/2017 3. Introduction of vocational course on Tourism Hospitality Management on 4/7/2017 4. Remedial Classes conducted for weaker students at the end of the Semester on 30/10/2017 - 4/11/2017.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	One Day Orientation cum Career guidance programe	20/07/2017	20/07/2017	20/07/2017	43
2017	Founding Day Observed	06/06/2017	06/06/2017	06/06/2017	88
2017	Introduction of Vocational Course under RUSA	04/07/2017	04/07/2017	05/01/2018	18

View File

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	Nill	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The College does not have any natural resource renewable plant or initiative at the moment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill

Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	NIL	NIL	Nill

<div align="center">No file uploaded.</div>

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Code of Conduct	Nill	The College does not have a booklet/handbook form of publication. Code of conducts for the students are put up at the entrance of the campus for students to see. it is also uploaded in the college website: www.lamkacollege.edu.in.
Code of Conduct for Faculty/Teachers	Nill	Not publish in booklet/handbook form but put up in the Teachers common room for all to see and adhere to it. it is also put up in the College website.
Code of Conduct for Administrative Staff	Nill	Not publish in handbook format but put on a signboard inside the administrative building for all staff to see and adhere to it.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

No file uploaded.

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The College has a solid waste management system in place 2. Conventional system of rain water storage/harvesting in a container. 3. The college has a committee on go green initiative to look after the Eco-friendly consciousness of the campus by planting trees from time to time. 4. The college observed world environment Day by doing cleanliness drive and tree plantation in the campus under the initiative of the go green committee.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

INSTITUTIONAL BEST PRACTICE – 1 Title of Best Practice: Remedial Class and Tutorials for Weaker Students Objective: • To identify the problems of the students and working it out with the Teacher • To bridge the gap between the weaker learners and normal learners • To monitor the weaker students towards better results and excellence The Context: Slow or weaker learners have the difficulty in keeping up with the normal classroom teaching as their IQ is low and their understanding is slow compared to the normal learners. Many times during normal classroom teaching in likelihood, they are overlook by the teacher as they do not have learning disability. Such student, when left unattended separately tend to drop out of college and as a result give up their studies and education altogether. Lamka College fully acknowledge the fact that Learning is a life-long process and that each individual learner should be given the equal opportunity for consistent growth in his or her life. Lamka College objectifies this principle by way of creating and arranging remedial / special classes and tutorials for the weaker students for each subject so that they can also perform well in the exams. Remedial classes and tutorials are an extra-mile endeavours by the teachers apart from their normal teaching classes. The Practice: The targeted students are those who could not attend the College regularly and those who could not make up 50 marks in the internal examinations conducted by the College. The remedial classes and tutorials are usually organised after the end of normal classes and one to two weeks before the end-semester or the annual examination conducted by the Manipur University. Evidence of the practice: Great improvement is seen in the student's exam result after conducting the remedial classes. The good results of the students in exams and the overall results of the College reflects the success of the practice. Problems Encountered and Resources Required: One of the biggest problem face by Lamka College is the huge insufficiency of Teachers. The College is now barely managing with 17 teachers including Principal in-charge with only 6 normal departments. The College has recently gave a petition to the government to increase the subjects and departments in the College. For example, the popular subjects like Sociology, Geography and Commerce stream are yet to be inducted in the College. The College requires more teaching and non-teaching staff to meet the academic requirements of the College in a tribal area like Lamka. INSTITUTIONAL BEST PRACTICE – 2 Title of Best Practice: Developing Social responsibility through Community Activities Objective: • To create an awareness towards a sense of social responsibility by visiting charity care centre and shelter homes for orphanage children within the community. • To play the role of 'being a blessing for others' especially to those socially and educationally are underprivileged groups of children. • To make students a responsible citizen of the nation and bring about holistic development of the student. • To transform the valuable talents and capability of the youth to serve the society The Context: Building and developing the passion for social responsibility is one of the vision objective of the college. The College makes the students and staffs aware of the obligation to the society, especially the weaker section. Practical knowledge of life is

gained only when the students experience different life situations in the society around them. Education is incomplete just by acquiring knowledge and obtaining degree without sense of social responsibility and benefitting the masses. Instilling social responsibility in a student helps him to realize his potential and turn it to his own benefit and to the benefit of the society he/she lives. The Practice: The College has a student welfare committee and the NSS (National Service Schemes), the Youth Red Cross Club who takes the initiative for the activities. First Aid awareness programmes are given to students, who in turn disseminate it to the community they live in. Visits to orphanage homes and other care centres are carried out by the teachers and students so that the passion for social responsibility and self-less service attitude develop among the students towards the community. Evidence of the practice: The College team on visiting two NGO shelter homes for Children such as 'Happiness Home', a shelter home for Children with HIV-AIDS infected and 'Only Grace Home', a shelter home for orphanage children run by the Zomi Mothers Association has great impact on the lives of students. During such visits the College team does charity work by giving food items and learning materials to those children in the shelter homes. Funds for this activity outside the college are donated and collected among the teaching faculty as part of charity donations. The College, by being able to reach out to the unreached section of the society feels itself proud to be 'a blessing for others' in the society. Problems Encountered and Resources Required: Logistics preparation and limited funds are the challenges that need to be address in future.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.lamkacollege.edu.in/file006/B2708210910.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

INSTITUTIONAL DISTINCTIVENESS Performance of the institution in one Area of Distinctiveness in its Vision: Lamka College is located in the Hill District of Churachandpur, the southern-most part of Manipur State. The College is located in a so-called rural and hilly area populated by the Zomi tribal communities. It is one of the only two higher learning Government institution in the District. By the name of the Lamka College suggest 'Crossroad', the local name of Churachandpur Town. The College was establisbed in 1976 with the primary vision to cater to the higher educational needs of the tribal population. The College is a co-educational institution, catering to the needs of the tribal and other economically backward students in this part of the country. The College has its own vision objective reflected in its motto 'LIGHT A LAMP'. Lightening the human mind through learning process and building up and nurturing human capabilities to be able to match the national and global competency by optimum utilization of available resources. The College was taken over by the Government of Manipur in 1979. It was first affiliated to the University of Gauhati and later affiliated to the University of Manipur when the State Government established the University in the year 1981. The College is recognised by University Grants Commision (UGC) under Section 2(f) and 12 (b) of UGC Act, 1956. Majority of the students are from tribal community with low economic condition. The College provides financial help to those economically weaker student by giving them free admission and the students also avails Tribal scholarship from the Government. Performance of the institution in one Area of Distinctiveness in its priority: The College is a multi-disciplinary institution providing education in Humanities, Social Sciences (Arts) with Commerce. It runs only 8 Bachelor of Arts departments and Commerce

through Honours programme. It is worth mentioning that the College is one of the first to be given B.Com. course among the entire hill districts in Manipur. Every year students mainly from rural areas (girls boys) of the district takes admission in different courses of the College. The College maintains a sound, liberal and general education aiming at the development of character and better personality of each student through a wide range of curricular and co-curricular programmes. It promotes gender equality and mutual respects in all areas of academic activities. The college provides quality education and opportunities for intellectual and emotional growth through different programmes which are relevant and responsive to the needs of the rural and educationally backward society of this region of the state. The medium of instruction, except for Vernacular subjects (MIL) is English medium. The MIL / vernacular subjects introduced are Manipuri, Mizo, Hmar, Paite and Thadou – Kuki languages. Performance of the institution in one area distinctive to its thrust: The College gives prior importance to promoting education for the poor tribal students of both boys and girls living in rural villages who cannot afford to pay for tuition fees in private institutions in urban cities.

Provide the weblink of the institution
https://www.lamkacollege.edu.in/iqac.aspx

8.Future Plans of Actions for Next Academic Year

 Future Plans of Action for 2018 – 2019 1. To introduce the Second batch of 6 months Vocational Course on 'Tourism Hospitality Management' under RUSA scheme of vocationalisation of Higher education. 2. To request the concern authority to induct teachers for the three new subjects viz Sociology, Geography and Commerce Stream. 3. Infrastructure development of the College to be continue under RUSA. 4. To develop at least 3 smart classrooms. 5. Conduct of workshops/seminars/conferences etc as part of quality measures of education and learning. 6. To developed the Library facility and petition the Government to induct Library staff in the College.