YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**LAMKA COLLEGE**
• Name of the Head of the institution	**T. AWNZAGEN**
• Designation	**Principal in-charge**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**9856732875**
• Mobile No:	**8974472463**
• Registered e-mail	**lamkacollegeccp11@gmail.com**
• Alternate e-mail	**dllungtau@gmail.com**
• Address	**New Lamka, Churachandpur, Manipur**
• City/Town	**Churachandpur**
• State/UT	**Manipur**
• Pin Code	**795006**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**UGC 2f and 12(B)**

• Name of the Affiliating University	**Manipur University**
• Name of the IQAC Coordinator	**Mr. David L. Lungtau, Assistant Professor**
• Phone No.	**8575367089**
• Alternate phone No.	**7005652514**
• Mobile	**8575367089**
• IQAC e-mail address	**lamkacollegeccp11@gmail.com**
• Alternate e-mail address	**dllungtau@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.lamkacollege.edu.in/documents/AQ28012211482.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	Yes

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.76**	**April 21, 2012**	**21/04/2012**	**20/04/2017**

6.Date of Establishment of IQAC	**10/09/2012**

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
Institutional	**RUSA (Equipment)**	**HRDC**	**2020**	**2498012**
Institutional	**RUSA (Equipment)**	**HRDC**	**2020**	**8,32,670**
Institutional	**RUSA (Vocational)**	**HRDC**	**2020**	**1,80,000**
Institutional	**RUSA (Vocational)**	**HRDC**	**2021**	**6,64,955**

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)

* Online registration/admission for students done for the academic year 2019-2020 & 2020-2021 by IQAC. * Workshops / Seminars on Gender Issues, NAAC, NIRF, AISHE & New Education Policy, 2020 conducted * Year long Celebration of AZADI KA AMRIT MAHOTSAV conducted in the College. * IQAC meetings held for future accreditation and development of the College.

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
1. To Conduct workshops/seminars etc	1. Conducted one day sensitization Programme on the New Education Policy-2020 on the 7th April, 2021 sponsored by the State Project Directorate, RUSA, Manipur 2. Conducted one day seminar on
2. To observe AZADI KA AMRIT MAHOTSAV year long celebration	AZADI KA AMRIT MAHOTSAV celebration observed in the College by conducting the following events in the midst of covid-19 pandemic by following covid-19 SOP. 1) Conducted one day Tree Plantation programme under the initiative of Go Green Lamka College on 9th July, 2021. 2) Conducted one day cleanliness drive in the College on 2nd October, 2021. 3) Organised Teacher's Day celebration on 5th September, 2021 and Participated in the 'RASHTRAGAAN' programme..
3. Conduct of online admission & online Classes	Online registration/admission and online classes organized and conducted for students through MOODLE mode during the Covid-19 pandemic.
4. To observed National & International Days of Important Events	Not conducted due to covid-19 pandemic
5. Remedial Classes for weaker students	Not conducted due to covid-19 pandemic
6. College Founding Day Programme (Cultural Day)	Not conducted due to covid-19 pandemic
13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC - Lamka College	26/11/2020

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020 - 2021	08/02/2021

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	10

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	107

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	50

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	25

File Description	Documents
Data Template	[View File]

3.Academic	
3.1 Number of full time teachers during the year	**20**

File Description	Documents
Data Template	View File

| 3.2

Number of Sanctioned posts during the year | **20** |

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**11**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**69,26,249**
4.3 Total number of computers on campus for academic purposes	**10**

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

Response:

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 cocurricular 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. 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. To evaluate the students' progress internal test and assignments are an important elements that the college emphasize to students before the endsemester exam.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Response:

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 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.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.lamkacollege.edu.in/file006/B250 322125817.pdf

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   E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

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

10

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)	View File

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)

1

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)	View File

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

26

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

26

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

1.3 - Curriculum Enrichment

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

Response:

Lamka College, as an affiliated college of Manipur University strickly follows the curriculum prescribed by Manipur University. Hence, General Foundation Course (GFC), Regional Development (RD) and Environmental Science (EVS) are non-elective subjects that every 3rd and 4th Semester student must study in the course of his under-graduate programme respectively. These courses integrate the issues of human values, gender, environment and sustainability. Regional Development is a compulsory elective subject for the 3rd semester that educates students about the "Society and culture of Manipur" and explores the issues of "Ethnic fusion and fission." "The Manipur Women and the changing World" is designed to enlighten students about Gender-Culture debate, Women and social dynamics, Women and economy and Women's status.

Environmental Science is a compulsory elective for 4th semester that integrates environmental issues in the curriculum. By educating students about natural resources, ecosystems, biodiversity, pollution, human population and social issues related to the environment, Environmental Science intends to inculcate love and concern for the environment amongst the students. The institution is committed to integrating issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum through various other methods like seminars, workshops, debates etc.

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

0

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)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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

E. None 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)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows   **E. Feedback not collected**

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

1100

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

278

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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

Response:

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 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. 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. 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.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
107	20

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Response:

The College 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. The teaching-learning method followed in College is student centric through class lecture and providing students with notes and study materials both in hard and soft copies. Since, the College is basically Arts & Commerce Courses there is less pratical or experiential learning method adopted. However, subjects like Education, Geography and Commerce adopted field/practical works and methods as part of the learning process. Assignments, Class test, paper presentations are also done as part of effective teaching methods in the College. One to one interaction of students and teachers are frequently done in the tutorials to solve the problems of the students.

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

Response:

The IQAC continously insist and motivates the Teachers to deploy Information Communication Technology (ICT) as an important tool for effective teaching-learning process. However, due to limited ICT tools such as projectors in the College extensive use of ICT tools as teaching techniques are still in a begining stage. To promote trainings on ICT and enabling all teachers to be able to use ICT tools in a positive challge of the College. The teaching-learning process at present is mostly limited to books and its supplementary materials. As a part of learning management system (LMS), MOODLE ,

Google meet, zoom apps are used by the teachers to give online teaching to students as the need arises. National Library Information System Technology (N-LIST) is made available for students and teachers free of cost wherein teachers and students can upload and download the study materials. Every department have a Whatsapp group where students discuss their academic problems and share their knowledge with one another. However, after the outbreak of Covid19 pandemic in 2020, physical classes in all educational institutions were suspended. Since then, course facilitation for the students was suspended. Concerned teachers have facilitated their classes by creating their own youtube channels and whatsapp groups for their respective departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

4

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)	View File

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

20

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

Response:

Lamkar College abides by the rules and regulations prescribed for the college examination committee by strickly following the rules and guidelines provided by Manipur University and conduct Internal assessment in every semester. As regard to the conduct of the Internal assessment, the examination committee is responsible to set the patterns of the marks and time-table in consultation with all concern departments. During this academic year as per the instruction received from Manipur University, the total marks alloted for internal assessment exams is 30 marks. The exams were also conducted through online mode.

The College has an Examinations Committee comprising of the following members:

1. Chairman : Principal (by designation)
2. Secretary : Controller of Examinations (assigned by the principal among senior faculty)
3. Members: Up to 5 nominated faculties including the Vice Principal.

The College ensures that Mechanism of internal assessment is transparent and robust in terms of frequency and mode. 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.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.

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

Response:

The College ensures that Mechanism of internal assessment is transparent. The College is taking every step to see that examinations are done in a transparent manner. A strict vigilance has been set up in the form of Examination Flying Squads from the faculty. During the examinations, teachers are deployed at the main gate with metal detectors for scanning the students. Separate male and female teachers deployed at the doors of each classroom conducted body search where students would not be allowed to bring in any materials which would be the source of unfair means during the examination. Bringing of bags, mobile phones and books inside the examination hall is strictly prohibited during the examination on any pretext. The ration of 1:40 (Teacher and students) is the standard of the college while invigilating the examination inside the examination hall. 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.

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.

Response:

Lamka College provides two courses - Bachelor of Arts and Bachelor of Commerce (from 2017 onwards). Students can choose from the different Arts subjects combinations available. Once students have decided the subject/subjects combination of choice for themselves the college ensures that a proper orientation/induction program is organized for them. The orientation program takes place once the

admissions are completed and classes are ready to commence. The first week of the commencement of classes is generally reserved to orient and introduce the learners to the aims, objectives, and expected course outcomes of the programmes.

Program outcomes are generally broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the course. It incorporates many areas of knowledge like skills and personality traits that are to be acquired by the students during their graduation. Similarly, Course outcomes are direct statements that describe the important disciplinary knowledge, abilities and attitudes that students are expected to acquire and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The course outcomes are prepared by the course coordinator in consultation with concerned faculty members teaching the same course/courses. In short Programme specific outcomes and course outlines are framed by the department offering concerned program after rigorous consultation with all faculty and stakeholders. The same is widely propagated and publicized through various means such as the college website, prospectus, etc.

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

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

Response:

The POs & PSOs are evaluated through the COs using direct assessment tools namely Internal and External examination results. Internal exam includes Class test and Internal Assessment Examination before the end of the semester. The Class test is either objective or essay type and the internal examination is essay type of 30 marks. The question for the internal assessment exam set by the respective teachers are submitted to the examination controller and the students' performance are evaluated. Accordingly special classes and tutorial are arranged for weaker students as per the requirements before the University end semester exams are conducted. External

examination is conducted by Manipur University. For those subjects having practicals the mark distribution is 70 for theory and 30 for practical, whereas for BA programme the mark distribution is the same with that of BSc for those having practical exam and those without practical only theory exam for 100 marks. By the end of the semester the students are expected to be well verse in their respective subjects and come out with good result in the semester examination. Those students with back papers are identified and given another chance to re-appear in the said subject(s) that thei failed in the next examination. Students who score distinguish positions in the exam are felicitated by the College with certificates and prize money.

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

25

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
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)

[Not Conducted due to Covid-19 pandemic](#)

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)

00

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)	<u>View File</u>

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

00

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

3

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

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

00

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

During the Academic year 2020-2021 due to the Covid-19 pandemic sweeping over the whole country and world, no extension activities were able to be conducted in the community due to lockdowns. ony

online classes could be conducted from home.

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

00

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

00

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

5

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

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

00

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

00

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.

Lamka College seeks to bring about a holistic development of the learner. The college is focused not only on the academic learning of the students but also encourages the students to pursue physical and cultural development as well.It has established and maintained different facilities to meet these requirements. 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. It ensures that the rules and regulations are followed and entrusted with the task of modernizing the library book keeling. 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. Online access to e-journals is provided through INFLIBNET N-List consortia to which all the students and faculty members are registered. The College is considering to have a funtional digitalised Library system in near future. However, one of its main challege is that the college does not have a permanent Librarian at present.

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 with access to wifi connections. Sensitive equipments are maintained through the use of UPS(uninterrupted power supply) connected to every computer in the college and a back-up generator provide power source when the need arises. The computers are accessible to the students with a nominal fee paid at the time of admission. It is open during working hours(10:00am to 3:00pm) and the students make use of it to access journals and reference books which are not available in the library through the INFLIBNET N-List Consortia. The audio-visual system is set up in the Conference room. The college website is maintained regularly by the IQAC under the supervision of the IT- Nodal Officer.

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. These infrastructures are accessible to the students with a nominal fee paid at the time of admission. 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. The administration gives utmost importance to the standard of the Classrooms. There are few classrooms which are made to meet the modern smart classroom standard with tile flooring and smart boards.The classrooms are cleaned everyday by the cleaning crew.

File Description	Documents
Upload any additional information	View File
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.

Lamka College seeks to bring about a holistic development of the learner. The college is focused not only on the academic learning of the students but also encourages the students to pursue physical and cultural development as well.It has established and maintained different facilities to meet these requirements.The college has a well qualified Physical Education teacher who trains the students and organise Games and Sports events to develop and exhibit the talents of the students.The college has a collection of sports equipments be it for indoor and outdoor games as well as an indoor stadium of a sizable area of 80x60feet square wherein volleyball games, badminton, table tennis and other indoor games have often been played.

The college also has an outdoor basketball ball measuring 92x50square feet which is accessible to all the students as well as the faculty members.The college also boasts of a well-equipped gymnasium measuring 20x71feet square. It has adequate equipments like threadmills, ellipticals machines,multi gym exercise machines, bench press, barbells,dumbells etc. The gym is opened to all the students and faculty members. The college is also focused on promoting intercultural awareness and appreciation. The students are encouraged to show their cultural dances and practices through

events like cultural programmes and cultural festivals. The multi-purpose hall with an area of 80x60 square feet provide ample space to organise such events and a suitable platform to display different cultural dances and practices.

File Description	Documents
Upload any additional information	View File
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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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)	View File

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)

69,26,245

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)	View File

4.2 - Library as a Learning Resource

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

Response: At present the College Library is not fully automated using Integrated Library Management System. The College is taking steps to have it in near future. As of now, we are manually administering the Library by the faculty as the College does not have permanent Librarian.

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   **C. Any 2 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)	View File

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)

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)	[View File](#)

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

11

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Response: Lamka College is a small College running only undergraduate courses in Arts and Commerce streams. It does not have a Sepearte Computer Departmen to look after and manage IT facilities. However, the Government provides the College with some computers systems which are managed and maintained in-house by the appointed IT Nodal Officer of the College. These few Computers provided are installed in a computer room for the students with access to wifi connections. The College has a JioFibre wifi connection mainly for the IQAC and administrative convienance. The wifi is regularly updated. The computer room is open during college hours (10:00am to 3:00pm) and the students make use of it to access journals and reference books which are not available in the library through the INFLIBNET N-List Consortia. The audio-visual system is set up in the Conference room. The college website is maintained regularly by the IQAC under the supervision of the IT- Nodal Officer.

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

4.3.2 - Number of Computers

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 – 50MBPS

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)

69,26,245

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

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

Response:Lamka College seeks to bring about a holistic development of the learner. The college is focused not only on the academic learning of the students but also encourages the students to pursue physical and cultural development as well.It has established and maintained different facilities to meet these requirements.The college has a well qualified Physical Education teacher who trains the students and organise Games and

Sports events to develop and exhibit the talents of the students.The college has a collection of sports equipments be it for indoor and outdoor games as well as an indoor stadium of a sizable area of 80x60feet square wherein volleyball games, badminton, table tennis and other indoor games have often been played.

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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.

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Maintenance and utilization of Classrooms.

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File Description	Documents
Upload any additional information	[View File]()
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

59

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

00

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

E. none 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

`00`

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

`00`

File Description	Documents
Any additional information	**No File Uploaded**
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 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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
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

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

25

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	[View File](View_File)

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

00

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.

00

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 univer sity/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)

Response:The College administration is transparent and democratic in which Students are engaged and participated in various administrative, cocurriculum 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 decisionmaking 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. Annual review and feedbacks from different stakeholders are taken for further improvement and decision-making. The two practices of decentralization and participative management that the institution has undertaken are – Organisation and reorganisation 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

00

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

The College at present does not have registered Alumni Assocation.

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

5.4.2 - Alumni contribution during the year
(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

Response:

The College initially was established with the primary objective of bringing higher and better education facilities to the hill tribes of Churachandpur district. Before the government granted the college Bachelor of Commerce stream, it was only Arts stream with only seven

(7) subjects viz; English, Education, Economics, History, Political Science, Mizo, & Manipuri with vernacular subjects such as Paite, Hmar, Thado-Kuki as MIL subjects. Keeping in mind the vision and mission of the college, the college administration demanded for an addition of some more subjects to meet the demands of the students and the parents has introduced two subjects and Commerce Stream by the

University of Higher and technical education, Manipur. With the introduction of three additional subjects such as Sociology, Geography and Bachelor of Commerce stream in 2017 academic session. The college now runs nine (9) subjects including B.Com.

As the college is located in urban hilly tribal area it mainly caters to the need of the tribal students who are economically weaker section of the society. Most of our students are from Farmer family and involved in agriculture and allied activities during farming season. In spite of this fact, the college administration and all the stakeholders of the college are doing their best in developing the college and the community it serves. The College has a very strong faculty with quality degree from well-known Indian Universities like Jawarharlal Nehru University, Hyderabad University, Mizoram University, NEHU, Manipur University etc. The well qualified faculty is the thrust area that we have to make our vision and mission going on.

The IQAC and the academic committee of the college mainly looks after the academic improvements of the college by preparing annual plans and feedbacks. As per the action plan the college administration implements different activity throughout the academic year to fulfil the vision and mission. The College is putting its best effort to introduce more subjects including Vocational courses to meet the life demands of the students in near future.

VISION:

The college has its own Vision and Mission. The vision of the College reflects its Motto "LIGHT A LAMP". The main vision of the college is to lighten human minds through learning process and building up and nurturing human capabilities to be able to match national and global competency by optimum utilization of available resources.

MISSION:

To inculcate and create a healthy academic atmosphere in the minds

of the pupils within and without through scholastic and non-scholastic endeavors.

To engage the students in creative and constructive social activities so as to develop the needed skills among the students and teachers in the exercise of democratic leadership with a strong sense of national integration and social harmony.

To inculcate in the minds of the students the spirit of servitude, learning habits, positive attitude, interest and abilities for sustainable growth and intellectual development through co-curricular activities.

To equip the students with the needed skills and knowledge so that they can meet the challenges of the fast changing world and to instill in them the spirit of competency to match the highly competitive world.

To promote and develop the spirit of secularism and humanism to students through social and civic responsibility so as to develop the spirit of democratic principles for building a vibrant, secular and democratic India.

To instill and equip the student with the spirit of self-confidence, sense of responsibility, accountability and ethical values in finding practical solutions to individual and community problems and towards achieving higher goals of life through conscience and good governance.

File Description	Documents
Paste link for additional information	https://www.lamkacollege.edu.in/documents/AD21032211262.pdf
Upload any additional information	View File

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

Response: Lamka College promotes the culture of participative engagement and management from its inception. The college management and administration is transparent, participative and decision making is decentralised in its nature and functions. This can be explained in two angles. Firstly, there is internal co-ordination, transparency and participative management system as the teaching and

nonteaching staff has inputs and influence over the decisions of that effects the functioning of the institution through different institutional committees. Different committees are set up to meet the administrative requirements of the institution. Through the committee meetings issues are raise related to day-today functioning of the institution which are again discussed and solutions are sought in a democratic manner. Any decision to be taken is carefully taken care.

The Principal, before taking any major decisions takes the opinions of the faculty members and consultations of the committees. Organisation and reorganisation of internal institutional committees is periodically done in order to promote transparency and participative engagement in administration of the College. Secondly, the committees are given mandate and they in return come up with their objectives and working and monitoring mechanism. The observations, analysis, suggestions and recommendations of the staff members are openly welcome and considered carefully. The College functions through different levels of committees such as – academic committee planning and development committee, the students' council, the College IQAC etc. These committees takes decisions as per the suggestions of the faculties to promote the culture of participative management. The College Planning and development Committee is the main constitutional committee set up under the state University principles. The composition of the committee ensures the participation of members from teachers, students, administrative staff, academicians, etc. This committee, chaired by the Principal of the college in collaboration of IQAC takes all the major issues related decisions of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 has an Examinations Committee comprising of the

following members:

1. Chairman : Principal (by designation)
2. Secretary : Controller of Examinations (assigned by the principal among senior faculty)
3. Members: Up to 5 nominated faculties including the Vice Principal.

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 College is taking every step to see that examinations are done in a fair manner. A strict vigilance has been set up in the form of Examination Flying Squads from the faculty. During the examinations, teachers are deployed at the main gate with metal detectors for scanning the students. Separate male and female teachers deployed at the doors of each classroom conducted body search where students would not be allowed to bring in any materials which would be the source of unfair means during the examination. Bringing of bags, mobile phones and books inside the examination hall is strictly prohibited during the examination on any pretext. The ration of 1:40 (Teacher and students) is the standard of the college while invigilating the examination inside the examination hall.

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 Principal who is under the direct supervision of Director (University and Higher Education), is the head and chief administrator of the College. Manipur. He is responsible to head the general administration of the college. This includes academic and ministerial administration. All the teaching faculty, the clerical staffs and Grade IV staffs are under the direct control of the Principal. If they are found guilty and willingly disobeying the order of the college Principal, the Principal has the power to initiate disciplinary action on clerical staffs and Grade IV staffs. The reasons of the same are forwarded to the higher authority which includes suspension, with holding of pay and emulations etc. The Principal is also responsible for planning, budgeting and proper management of the finance related to welfare of the college.

The Vice-Principal, who acted as the academic assists the Principal in his day to day work. He is incharge of the academic affairs and prepares the College Academic Calemdar, the Daily Class Routine and assists the Principal in looking after all the academic affairs and welfare of the teaching faculty. The Vice-Principal shall take over the office of the Principal during the absence of the Principal concerned.

The IQAC cell of Lamka College is one pivotal body that looks after the overall academic and infrastructural development of the College. The Principal is appointed as the Chairman of IQAC and the Vice-Principal is appointed as the Vice-Chairman of the college IQAC. To look into the affairs of IQAC, a senior teacher is appointed as the IQAC Coordinator in the college. He is entrusted with the overall executive works of the IQAC. One teacher is also appointed as the Assistant Coordinator of IQAC. To assist technically in the work of IQAC, one IT Nodal officer is also appointed from the faculty. Faculty staffs are also appointed as members of different sub-committees set up by the IQAC to assist the functioning and work of the IQAC. They are entrusted with different work allotment to carry out diverse work required by the IQAC.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.lamkacollege.edu.in/file006/organogram.pdf
Upload any additional information	View File

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

E. None 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)	View File

6.3 - Faculty Empowerment Strategies

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

Response:

The Lamka College continuously makes a sincere effort to enhance and enrich the welfare of its teaching and non-teaching staffs. Teaching and non-teaching staffs enjoy certain welfare from the government as per service rules.

Welfare Schemes for Teaching Staff: Career Advancement Scheme (CAS) benefits to all teachers as per the norms of the Manipur University and as per the state Government Service rules in adherence to the UGC norms. Medical leave, maternity leave, duty leave, on duty leave facilities are provided to teachers as per the parent University and Government of Manipur Service rules and regulations. Medical reimbursement as per the scheme of the Government of Manipur. 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 facilities are also available to teacher in the Bank from where their salary accounts are link.

Welfare Schemes for non-teaching Staff: The College administration motivates the non-teaching staff to pursue basic ICT trainings available. 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 service rules and regulations. Promotion are given to staff as per government employees regulation as per their seniority. Government Provident Fund (GPF) facilities is also provided to the nonteaching staff. Non-teaching staff can also avail loan facilities if they want to from the Bank where their salary accounts are link.

The college Teacher Association has done welfare measures ensure the workmanship spirit in the college. The teacher Association also shared the adversity of their member and find suitable solution to redress any adversity. When on situation like the untimely demise of their colleague member, all teachers contribute money for the condolence and presented it to the bereaved family in cash. Thanks giving programmes are also organised to appreciate any colleague teacher on his/her retirement by presenting memento of apprieciation and hosting a love fare-well feast to the retiring faculty. The same is done when any of its member is married, the committee extend financial assistance to show gratitude and share happiness.

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

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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

00

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

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)	[View File](#)

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

The Performance Appraisal or Annual Confidential Report system is followed in the College for both the teaching and non-teaching staff. The College administration under the guidance of the Principal looks after the system. The self Apraisal Report or the Annual Confidential Report for all the faculty and staff are submitted annually to the State Directorate of University & Higher Education, Government of Manipur.

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

Response:

Lamka College is committed in the financial transparency of the college. The Principal of the College is the overall responsible person in matters relating to finance as he is the DDO of the institution.

Internal Audit:

The DDO powers and functions are sole carried out by the head of the

institution who is the Principal. All internal financial matters are under the purview of the DDO. The College Planning and management committee headed by the Principal assists the DDO in 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 Audits:

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

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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

Lamkar College apart from the routine funds received from the government, the college does not have institutionalized strategies

for mobilization of funds for the optimal utilization of resources. The college finds its means in generating income from the students admission fees, and other related fees collected at the time of admission. The limitted funds are utilized for the expenses of college purposes. The college doesnot have any corpus fund generated. Steps are being taken up for proper mobilization of funds in future.

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

Response:

The IQAC Cell, Lamka College functions on the basis of the guidelines set forth by NAAC. The following two practices institutionalized by IQAC is Maintenance of the College Files and organising workshops/seminars as part of quality measures in the College.

Maintenance of College files: Since the effective implementation of IQAC in Lamka College, both hard and soft copy of file management have been enforced. The College file maintenance can be broadly classified as - General Files (manily in hard copy manual system) and Particular file maintenanceof (both in hard and soft copy). The General files mainly includes files relating to general administration and students admission, examination and results files, subject and course files, add-on / certificate course files and other related official files of the College. These files under general file is taken care by the Head Clerk of the College.

Maintenance of Particular files: The particular files includes those of Departmental files, faculty files, IQAC related files, etc. All Head of Departments are responsible for their own department files. The IQAC keeps the record of annual AQARs submitted to NAAC both in hard and soft copy. Department file, daily routine file, activities file, faculty development files are taken care.

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

The IQAC of Lamka college is mainly concerned with the works that involves improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids and rectifying problems which tend to interfere with teaching-learning. The SWOT analysis methods have been implemented by identifying the characteristics of the students. Remedial classes and tutorials are conducted to cater to the needs of the weaker students. Here teachers-students relationship is built up in more cordial and effective way in which students honestly discuss their personal problems with their teachers. The maintenance of e-communication netwaorks through WhattApp groups created by the administration and concern department teachers has resulted in building up a better relationship between the teachers and students and the students are always in constant touch with the day to day administration of the College. The relationship not only focus on academics but the teachers identify the strength and opportunities of the students. The potential and talents of the students are encouraged through this relationship. As a result, patience of the teachers has addressed so many grievances of the students.

The IQAC continously insist and motivates the Teachers to deploy Information Communication Technology (ICT) as an important tool for effective teaching-learning process. However, due to limited ICT tools such as projectors in the College extensive use of ICT tools as teaching techniques are still in a begining stage. To promote trainings on ICT and enabling all teachers to be able to use ICT tools in a positive challege of the College. The teaching-learning process at present is mostly limited to books and its supplementary materials. As a part of learning management system (LMS), MOODLE , Google meet, zoom apps are used by the teachers to give online teaching to students as the need arises. National Library Information System Technology (N-LIST) is made available for students and teachers free of cost wherein teachers and students can upload the study materials and download them for use.

IQAC helps in maintaining and organizing the academic calendar well. The Academic Calendar of the College is made into two academic calendar of odd semester (1, 3, 5 semesters) and academic calendar of even semester (2, 4, 6 semesters). The Academic Council, under the chairmanship of the academic dean (vice Principal) meets in the beginning of every semester for the preparation of the Academic Calendar. The inputs for the start and the end dates of the semester are taken from the Academic Calendar provided by the Manipur University. The academic calendar finalized by the academic council lists the dates for admission, commencement of classes for al semester, induction program for new students, internal assessment examination i & ii, college foundation day, end of semester examination. Regarding state and national holidays the College adheres to the list of holidays provided in a different Government Holiday list for Both the whole State and Districtlists which the college.

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)

C. Any 2 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)	View File

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 institution provides equal opportunity for all the students irrespective of race, colour, creed, sex and religion and follows a Zero Tolerance Policy towards any kind of gender discrimination. The Committee for 'Gender Equality and Sexual Harassment and Grevience Cell' is given the responsibility to look into all matters relating to any form of student ragging activities and gender discrimination. The Committee also render necessary counseling and guidance to the students facing any sort of gender bias in the campus. There is a separate Girls' Common Room with facilities such as First Aid kits, Newspaper and Indoor games. One teacher, preferably a lady Teacher is specially assigned to look into the affairs of the Girls' Common Room. The College, under the initiative of the IQAC cell in collaboration with the Gender Equality and grevience cell organised a seminar on gender issues on the topic 'Gender Sensitization:Understanding the Dynamics of Sexual Harassment' to spread an awareness about the different dynamics of gender discrimination and sexual harassment prevailing in the modern societies both in workplace and institutions. The main purpose of organising such seminar in a so called equalitarian tribal christian society of churachandpur is to promote the language of gender equality and justice in a fast changing tribal 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	**No File Uploaded**
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

The College has a solid waste management system in place. Solid waste disposal pit is constructed to burn out non-degradable waste and promotes clean and eco-frendly campus. Conventional system of rain water storage/harvesting in a container. 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. The College observed Cleanliness Day by doing cleanliness drive and tree plantation in the campus under the initiative of the go green committee.

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

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 | **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for | **C. Any 2 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

D. Any 1 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	**No File Uploaded**

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

C. Any 2 of the above

reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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	**No File Uploaded**

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).

Providing and promotion of an inclusive environment for the overall development of the students is one of the main policies of Lamka College. The College observed Gandhi Jayanti in the form of Cleanliness Drive on every 2nd October. During this observance, teaching staffs, non-teaching staffs and students played a vital role in cleaning the college campus and its surroundings. The pursuance of cleanliness day in the college ensures personal hygiene, keeping the campus and its surrounding clean. The main idea in this activity is to make spread the awareness on cleanliness and healthy living in the minds and character of the students. The students admitted in the College comes from different tribes and communities speaking different dialects with different cultural traits. Therefore, one of the main concern of the institution is that 'Lamka College should be a place of harmonous learning, unity and peaceful academic environment'. As there has been a historical record of communal clash in Churachandpur District in 1997 in which many lives lost and educational institutions greatly affected, the College does not welcome any particular Student body based on particular tribe or dialect to be formed apart from the the all inclusive Common platform of the College Students' Union. The Student Union is inclusive of all the students from different tribes and cultural groups of the student community with proper decentralised administration. Under the Lamka College Students' Union initiative, the College observes 'College Founding Day' every Year as College Cultural Day in which the students from different tribes display their own traditional or cultural events. As the students belong to different communities of the district and each tribe has distinct cultural dance. Cultural dances of each tribes

are being performed during the College Cultural Day. Through this initiative, diverse cultural activities are being promoted in displaying the talents of the students.

The institution shows gender sensitivity through various initiatives and actions for creating safe, secure and healthy atmosphere.The College as an affiliated college of the Manipur University follows the curriculum prescribed by the Manipur University through its General Foundation Course (GFC) and Regional Development (RD) as non-elective subjects that every student must study during their under graduate course. Co-curricular activities are also being conducted in the college on different occasions. The College conducts one day Seminar on "Gender Sensitization:Understanding the Dynamics of Sexual Harassment" on 8th April, 2021 in which 37 persons participated with Ms. Mercy K. Khaute, Assisstant Professor, Faculty of Law, University of Delhi participated as the resource person.

Lamka College have a Separate Girls common Room along with separate washrooms with running water supply. The Girls common room is equipped with facilities of first aid box, reading table and chairs, and basic indoor games. A lady teacher is appointed to look into the affairs of the girls Common Room. The Red-Ribbon club is also one areas where different on-campus and off-campus activities are carried out representing the students where the art of cultural interactions and relationships are build upon. The NSS of the Collge also is one areas where communal harmony is developed through community activities. In these way the College promotes communal, cultural, social and religious harmony in the Campus and in the Society.

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

To sensitize students and employees to the constitutional obligations, value rights, duties and to make them responsible citizens, Lamka College initiated different activities in the College. To always make the College community aware of their fundamental rights and duties as true and faithful citizens of

India, the Basic Fundamental Rights ans Duties as enshrine in the Indian Constitution is put up in a form of signboards in the campus site, Library and in the College website. There are Code of conducts put up for the students, Teachers & administrative staff to promote the human values, rights, duties and responsibilities are put up in the college websites and office rooms.

The observance of Swachhta Pakhwada 2020 also known as Cleanliness Week was observed at the college campus under the initiative of the Lamka College Ek Bharat Shrestha Bharat (EBSB) club during 16th-31st January, 2020 under the initiative of IQAC and Go-Green Committee of the College. During the week, activities such as inter-state College interactions between students and Teachers were conducted throught the Skype online video conferencing mode. Debates, quiz competition, cleanliness drive, Mother Tongue Day (matribasha diwas) etc. were taken up. Cleanliness Drive-cum-Tree plantation of saplings was conducted within the college campus. The activity includes clearing of tree branches for safety measures, cutting grass and planting saplings were conducted. The same has been organized every year during Gandhi Jayanti in the form of Cleanliness drive. During this time teaching staffs, non-teaching staffs and students participated in cleaning the campus and its surroundings.

As vividly mentioned in Article 48A of the Indian Constitution where it highlighted about the promotion of environment, forest and wild animals. These basic duties and responsibilities are intended to serve as a constant reminder to every student and teacher that while the constitution specifically conferred on them certain rights. Relationship between students and teachers has been effectively functioning in experiencing the duties and responsibilities based on the constitutional norms. Value rights, duties and responsibilities have been balanced through mutual respect, tolerance and understanding. Teachers have extended enormous support in helping the students realize their constitutional obligation, value rights, duties and responsibilities as a student in the class.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts   B. Any 3 of the above

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	View File
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

The College observes and celebrates certain national and international commemorative days and events. During the current academic session 2020-2021, due to the Covid-19 pandemic majority events could not be celebrated. However, the College could manage to observed the Teacher Day, remembering Sir. Shri Radhakrishnan and what he has contributed for the nation towards education, particularly the importance of a Teacher in educating the nation. The year-long celebration of 75 years of Indian Independence under the nation-wide programme of AZADI KA AMRIT MAHOTSAV was also undertaken by the College. As part of the celebration activities like - quiz competition, Cleanliness week, plantation of tree saplings were taken up in the campus. Matribasha day - Mother tongue Day was also observed in the College. Under the Ek Bharat Shrestha Bharat (EBSB) programme different activities including inter-state college interactions through skype were conducted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Title of Best Practice: 1

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.

Title of Best Practice: 2

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 acknowledges 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 extra-mile endeavors 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 organized 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 reflect the success of the practice.

Problems Encountered and Resources Required:

One of the biggest problem faces by Lamka College is the huge insufficiency of Teachers. The College is now barely managing with 20 teachers including Principal in-charge running 9 Bachelor of Arts departments and Bachelor of Commerce Stream. The College requires more teaching and non-teaching staff to meet the academic requirements of the College in a tribal area like Lamka.

File Description	Documents
Best practices in the Institutional web site	View File
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

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. The college has a very unique, compact and strong dedicated qualified faculty in different departments. They all have taken their degrees from the premier institutes from different parts of the country. Thus, students from rural and semi-urban background are very much benefited from our faculty members. This is our thrust area which makes us distinctive in performance of the institution.

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

Response:

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 cocurricular 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. 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. To evaluate the students' progress internal test and assignments are an important elements that the college emphasize to students before the endsemester exam.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

Response:

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 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.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.lamkacollege.edu.in/file006/B250322125817.pdf

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	E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	**No File Uploaded**

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

10

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)	View File

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)

1

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)	View File

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

26

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

26

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

1.3 - Curriculum Enrichment

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

Response:

Lamka College, as an affiliated college of Manipur University strickly follows the curriculum prescribed by Manipur University. Hence, General Foundation Course (GFC), Regional Development (RD) and Environmental Science (EVS) are non-elective subjects that every 3rd and 4th Semester student must study in the course of his under-graduate programme respectively. These courses integrate the issues of human values, gender, environment and sustainability. Regional Development is a compulsory elective subject for the 3rd semester that educates students about the "Society and culture of Manipur" and explores the issues of "Ethnic fusion and fission." "The Manipur Women and the changing World" is designed to enlighten students about Gender-Culture debate, Women and social dynamics, Women and economy and Women's status.

Environmental Science is a compulsory elective for 4th semester that integrates environmental issues in the curriculum. By educating students about natural resources, ecosystems, biodiversity, pollution, human population and social issues related to the environment, Environmental Science intends to inculcate love and concern for the environment amongst the students. The institution is committed to integrating issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum through various other methods like seminars, workshops, debates etc.

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

0

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)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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	E. None 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)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	E. Feedback not collected

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

1100

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

278

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

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

Response:

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 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. 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. 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.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
107	**20**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Response:

The College 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. The teaching-learning method followed in College is student centric through class lecture and providing students with notes and study materials both in hard and soft copies. Since, the College is basically Arts & Commerce Courses there is less pratical or experiential learning method adopted. However, subjects like Education, Geography and Commerce adopted field/practical works and methods as part of the learning process. Assignments, Class test, paper presentations are also done as part of effective teaching methods in the College. One to

one interaction of students and teachers are frequently done in the tutorials to solve the problems of the students.

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

Response:

The IQAC continously insist and motivates the Teachers to deploy Information Communication Technology (ICT) as an important tool for effective teaching-learning process. However, due to limited ICT tools such as projectors in the College extensive use of ICT tools as teaching techniques are still in a begining stage. To promote trainings on ICT and enabling all teachers to be able to use ICT tools in a positive challege of the College. The teaching-learning process at present is mostly limited to books and its supplementary materials. As a part of learning management system (LMS), MOODLE , Google meet, zoom apps are used by the teachers to give online teaching to students as the need arises. National Library Information System Technology (N-LIST) is made available for students and teachers free of cost wherein teachers and students can upload and download the study materials. Every department have a Whatsapp group where students discuss their academic problems and share their knowledge with one another. However, after the outbreak of Covid19 pandemic in 2020, physical classes in all educational institutions were suspended. Since then, course facilitation for the students was suspended. Concerned teachers have facilitated their classes by creating their own youtube channels and whatsapp groups for their respective departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

4

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)	View File

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

20

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

Response:

Lamkar College abides by the rules and regulations prescribed for the college examination committee by strickly following the rules and guidelines provided by Manipur University and conduct Internal assessment in every semester. As regard to the conduct of the Internal assessment, the examination committee is responsible to set the patterns of the marks and time-table in consultation with all concern departments. During this academic year as per the instruction received from Manipur University, the total marks alloted for internal assessment exams is 30 marks. The exams were also conducted through online mode.

The College has an Examinations Committee comprising of the following members:

1. Chairman : Principal (by designation)
2. Secretary : Controller of Examinations (assigned by the

   principal among senior faculty)
   3. Members: Up to 5 nominated faculties including the Vice
      Principal.

The College ensures that Mechanism of internal assessment is transparent and robust in terms of frequency and mode. 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.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.

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

Response:

The College ensures that Mechanism of internal assessment is transparent. The College is taking every step to see that examinations are done in a transparent manner. A strict vigilance has been set up in the form of Examination Flying Squads from the faculty. During the examinations, teachers are deployed at the main gate with metal detectors for scanning the students. Separate male and female teachers deployed at the doors of each classroom conducted body search where students would not be allowed to bring in any materials which would be the source of unfair means during the examination. Bringing of bags, mobile phones and books inside the examination hall is strictly prohibited during the examination on any pretext. The ration of 1:40 (Teacher and students) is the standard of the college while

invigilating the examination inside the examination hall. 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.

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.

Response:

Lamka College provides two courses - Bachelor of Arts and Bachelor of Commerce (from 2017 onwards). Students can choose from the different Arts subjects combinations available. Once students have decided the subject/subjects combination of choice for themselves the college ensures that a proper orientation/induction program is organized for them. The orientation program takes place once the admissions are completed and classes are ready to commence. The first week of the commencement of classes is generally reserved to orient and introduce the learners to the aims, objectives, and expected course outcomes of the programmes.

Program outcomes are generally broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the course. It incorporates many areas of knowledge like skills and personality traits that are to be acquired by the students during their graduation. Similarly, Course outcomes are direct statements that describe the important disciplinary knowledge, abilities and attitudes that students are expected to acquire and

the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The course outcomes are prepared by the course coordinator in consultation with concerned faculty members teaching the same course/courses. In short Programme specific outcomes and course outlines are framed by the department offering concerned program after rigorous consultation with all faculty and stakeholders. The same is widely propagated and publicized through various means such as the college website, prospectus, etc.

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

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

Response:

The POs & PSOs are evaluated through the COs using direct assessment tools namely Internal and External examination results. Internal exam includes Class test and Internal Assessment Examination before the end of the semester. The Class test is either objective or essay type and the internal examination is essay type of 30 marks. The question for the internal assessment exam set by the respective teachers are submitted to the examination controller and the students' performance are evaluated. Accordingly special classes and tutorial are arranged for weaker students as per the requirements before the University end semester exams are conducted. External examination is conducted by Manipur University. For those subjects having practicals the mark distribution is 70 for theory and 30 for practical, whereas for BA programme the mark distribution is the same with that of BSc for those having practical exam and those without practical only theory exam for 100 marks. By the end of the semester the students are expected to be well verse in their respective subjects and come out with good result in the semester examination. Those students with back papers are identified and given another chance to re-appear in the said subject(s) that thei failed in the next examination. Students who score distinguish positions in the exam are felicitated by the College with certificates and prize money.

File Description	Documents
Upload any additional information	View File
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

25

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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)

Not Conducted due to Covid-19 pandemic

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)

00

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)	View File

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

00

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

3

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

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

00

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

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

00

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

During the Academic year 2020-2021 due to the Covid-19 pandemic sweeping over the whole country and world, no extension activities were able to be conducted in the community due to lockdowns. ony online classes could be conducted from home.

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

00

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

00

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

5

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

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

`00`

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

`00`

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.

Lamka College seeks to bring about a holistic development of the learner. The college is focused not only on the academic learning of the students but also encourages the students to pursue physical and cultural development as well.It has established and maintained different facilities to meet these requirements. 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. It ensures that the rules and regulations are followed and entrusted with the task of modernizing the library book keeling. 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. Online access to

e-journals is provided through INFLIBNET N-List consortia to which all the students and faculty members are registered. The College is considering to have a funtional digitalised Library system in near future. However, one of its main challege is that the college does not have a permanent Librarian at present.

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 with access to wifi connections. Sensitive equipments are maintained through the use of UPS(uninterrupted power supply) connected to every computer in the college and a back-up generator provide power source when the need arises. The computers are accessible to the students with a nominal fee paid at the time of admission. It is open during working hours(10:00am to 3:00pm) and the students make use of it to access journals and reference books which are not available in the library through the INFLIBNET N-List Consortia. The audio-visual system is set up in the Conference room. The college website is maintained regularly by the IQAC under the supervision of the IT- Nodal Officer.

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. These infrastructures are accessible to the students with a nominal fee paid at the time of admission. 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. The administration gives utmost importance to the standard of the Classrooms. There are few classrooms which are made to meet the modern smart classroom

standard with tile flooring and smart boards.The classrooms are cleaned everyday by the cleaning crew.

File Description	Documents
Upload any additional information	[View File]()
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.

Lamka College seeks to bring about a holistic development of the learner. The college is focused not only on the academic learning of the students but also encourages the students to pursue physical and cultural development as well.It has established and maintained different facilities to meet these requirements.The college has a well qualified Physical Education teacher who trains the students and organise Games and Sports events to develop and exhibit the talents of the students.The college has a collection of sports equipments be it for indoor and outdoor games as well as an indoor stadium of a sizable area of 80x60feet square wherein volleyball games, badminton, table tennis and other indoor games have often been played.

The college also has an outdoor basketball ball measuring 92x50square feet which is accessible to all the students as well as the faculty members.The college also boasts of a well-equipped gymnasium measuring 20x71feet square. It has adequate equipments like threadmills, ellipticals machines,multi gym exercise machines, bench press, barbells,dumbells etc. The gym is opened to all the students and faculty members. The college is also focused on promoting intercultural awareness and appreciation. The students are encouraged to show their cultural dances and practices through events like cultural programmes and cultural festivals. The multi-purpose hall with an area of 80x60 square feet provide ample space to organise such events and a suitable platform to display different cultural dances and practices.

File Description	Documents
Upload any additional information	[View File]()
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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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)	View File

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)

69,26,245

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)	View File

4.2 - Library as a Learning Resource

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

Response: At present the College Library is not fully automated using Integrated Library Management System. The College is taking steps to have it in near future. As of now, we are manually administering the Library by the faculty as the College does not have permanent Librarian.

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	**C. Any 2 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)	View File

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)

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)	View File

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

11

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Response: Lamka College is a small College running only undergraduate courses in Arts and Commerce streams. It does not have a Sepearte Computer Departmen to look after and manage IT facilities. However, the Government provides the College with some computers systems which are managed and maintained in-house by the appointed IT Nodal Officer of the College. These few Computers provided are installed in a computer room for the students with access to wifi connections. The College has a JioFibre wifi connection mainly for the IQAC and administrative convienance. The wifi is regularly updated. The computer room is open during college hours (10:00am to 3:00pm) and the students make use of it to access journals and reference books which are not available in the library through the INFLIBNET N-List Consortia. The audio-visual system is set up in the Conference room. The college website is maintained regularly by the IQAC under the supervision of the IT- Nodal Officer.

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

4.3.2 - Number of Computers

10

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

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

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)

69,26,245

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

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

Response:Lamka College seeks to bring about a holistic development of the learner. The college is focused not only on the academic learning of the students but also encourages the students to pursue physical and cultural development as well.It has established and maintained different facilities to meet these requirements.The college has a well qualified Physical Education teacher who trains the students and organise Games and

Sports events to develop and exhibit the talents of the students.The college has a collection of sports equipments be it for indoor and outdoor games as well as an indoor stadium of a sizable area of 80x60feet square wherein volleyball games, badminton, table tennis and other indoor games have often been played.

The college also has an outdoor basketball ball measuring

92x50square feet which is accessible to all the students as well as the faculty members.The college also boasts of a well-equipped gymnasium measuring 20x71feet square. It has adequate equipments like threadmills, ellipticals machines,multi gym exercise machines, bench press, barbells,dumbells etc. The gym is opened to all the students and faculty members.

The college is also focused on promoting intercultural awareness and appreciation. The students are encouraged to show their cultural dances and practices through events like cultural programmes and cultural festivals. The multi-purpose hall with an area of 80x60 square feet provide ample space to organise such events and a suitable platform to display different cultural dances and practices.

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. It ensures that the rules and regulations are followed and entrusted with the task of modernizing the library book keeling. 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. Online access to e-journals is provided through INFLIBNET N-List consortia to which all the students and faculty members are registered.

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 with access to wifi connections. Sensitive equipments are maintained through the use of UPS(uninterrupted power supply) connected to every computer in the college and a back-up generator provide power source when the need arises. It is open during working hours(10:00am to 3:00pm) and the students make use of it to access journals and reference books which are not available in the library through the INFLIBNET N-List Consortia. The audio-visual system is set up in the Conference room. The college website is maintained regularly by the IQAC under the supervision of the IT- Nodal Officer.

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. These infrastructures are accessible to the students with a nominal fee paid at the time of admission. 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. The classrooms are cleaned everyday by the cleaning crew.

File Description	Documents
Upload any additional information	View File
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

59

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

00

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	E. none 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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
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 mechanism for timely redressal of student	B. Any 3 of the above

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	**No File Uploaded**
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

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

25

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	[View File](#)

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

00

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.

00

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)

Response:The College administration is transparent and democratic in which Students are engaged and participated in various administrative, cocurriculum 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 decisionmaking 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. Annual review and feedbacks from different stakeholders are taken for further

improvement and decision-making. The two practices of decentralization and participative management that the institution has undertaken are – Organisation and reorganisation 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

00

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

The College at present does not have registered Alumni Assocation.

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

5.4.2 - Alumni contribution during the year (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

Response:

The College initially was established with the primary objective of bringing higher and better education facilities to the hill tribes of Churachandpur district. Before the government granted the college Bachelor of Commerce stream, it was only Arts stream with only seven (7) subjects viz; English, Education, Economics, History, Political Science, Mizo, & Manipuri with vernacular subjects such as Paite, Hmar, Thado-Kuki as MIL subjects. Keeping in mind the vision and mission of the college, the college administration demanded for an addition of some more subjects to meet the demands of the students and the parents has introduced two subjects and Commerce Stream by the

University of Higher and technical education, Manipur. With the introduction of three additional subjects such as Sociology, Geography and Bachelor of Commerce stream in 2017 academic session. The college now runs nine (9) subjects including B.Com.

As the college is located in urban hilly tribal area it mainly caters to the need of the tribal students who are economically weaker section of the society. Most of our students are from

Farmer family and involved in agriculture and allied activities during farming season. In spite of this fact, the college administration and all the stakeholders of the college are doing their best in developing the college and the community it serves. The College has a very strong faculty with quality degree from well-known Indian Universities like Jawarharlal Nehru University, Hyderabad University, Mizoram University, NEHU, Manipur University etc. The well qualified faculty is the thrust area that we have to make our vision and mission going on.

The IQAC and the academic committee of the college mainly looks after the academic improvements of the college by preparing annual plans and feedbacks. As per the action plan the college administration implements different activity throughout the academic year to fulfil the vision and mission. The College is putting its best effort to introduce more subjects including Vocational courses to meet the life demands of the students in near future.

VISION:

The college has its own Vision and Mission. The vision of the College reflects its Motto "LIGHT A LAMP". The main vision of the college is to lighten human minds through learning process and building up and nurturing human capabilities to be able to match national and global competency by optimum utilization of available resources.

MISSION:

To inculcate and create a healthy academic atmosphere in the minds of the pupils within and without through scholastic and non-scholastic endeavors.

To engage the students in creative and constructive social activities so as to develop the needed skills among the students and teachers in the exercise of democratic leadership with a strong sense of national integration and social harmony.

To inculcate in the minds of the students the spirit of servitude, learning habits, positive attitude, interest and abilities for sustainable growth and intellectual development through co-curricular activities.

To equip the students with the needed skills and knowledge so that they can meet the challenges of the fast changing world and

to instill in them the spirit of competency to match the highly competitive world.

To promote and develop the spirit of secularism and humanism to students through social and civic responsibility so as to develop the spirit of democratic principles for building a vibrant, secular and democratic India.

To instill and equip the student with the spirit of self-confidence, sense of responsibility, accountability and ethical values in finding practical solutions to individual and community problems and towards achieving higher goals of life through conscience and good governance.

File Description	Documents
Paste link for additional information	https://www.lamkacollege.edu.in/documents/AD21032211262.pdf
Upload any additional information	View File

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

Response: Lamka College promotes the culture of participative engagement and management from its inception. The college management and administration is transparent, participative and decision making is decentralised in its nature and functions. This can be explained in two angles. Firstly, there is internal co-ordination, transparency and participative management system as the teaching and nonteaching staff has inputs and influence over the decisions of that effects the functioning of the institution through different institutional committees. Different committees are set up to meet the administrative requirements of the institution. Through the committee meetings issues are raise related to day-today functioning of the institution which are again discussed and solutions are sought in a democratic manner. Any decision to be taken is carefully taken care.

The Principal, before taking any major decisions takes the opinions of the faculty members and consultations of the committees. Organisation and reorganisation of internal institutional committees is periodically done in order to promote transparency and participative engagement in administration of the College. Secondly, the committees are given mandate and they

in return come up with their objectives and working and monitoring mechanism. The observations, analysis, suggestions and recommendations of the staff members are openly welcome and considered carefully. The College functions through different levels of committees such as - academic committee planning and development committee, the students' council, the College IQAC etc. These committees takes decisions as per the suggestions of the faculties to promote the culture of participative management. The College Planning and development Committee is the main constitutional committee set up under the state University principles. The composition of the committee ensures the participation of members from teachers, students, administrative staff, academicians, etc. This committee, chaired by the Principal of the college in collaboration of IQAC takes all the major issues related decisions of the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 has an Examinations Committee comprising of the following members:

1. Chairman : Principal (by designation)
2. Secretary : Controller of Examinations (assigned by the principal among senior faculty)
3. Members: Up to 5 nominated faculties including the Vice Principal.

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 College is taking every step to see that examinations are done in a fair manner. A strict vigilance has been set up in the form of Examination Flying Squads from the faculty. During the examinations, teachers are deployed at the main gate with metal detectors for scanning the students. Separate male and female teachers deployed at the doors of each classroom conducted body search where students would not be allowed to bring in any materials which would be the source of unfair means during the examination. Bringing of bags, mobile phones and books inside the examination hall is strictly prohibited during the examination on any pretext. The ration of 1:40 (Teacher and students) is the standard of the college while invigilating the examination inside the examination hall.

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 Principal who is under the direct supervision of Director (University and Higher Education), is the head and chief administrator of the College. Manipur. He is responsible to head the general administration of the college. This includes academic and ministerial administration. All the teaching faculty, the clerical staffs and Grade IV staffs are under the direct control of the Principal. If they are found guilty and willingly disobeying the order of the college Principal, the Principal has

the power to initiate disciplinary action on clerical staffs and Grade IV staffs. The reasons of the same are forwarded to the higher authority which includes suspension, with holding of pay and emulations etc. The Principal is also responsible for planning, budgeting and proper management of the finance related to welfare of the college.

The Vice-Principal, who acted as the academic assists the Principal in his day to day work. He is incharge of the academic affairs and prepares the College Academic Calemdar, the Daily Class Routine and assists the Principal in looking after all the academic affairs and welfare of the teaching faculty. The Vice-Principal shall take over the office of the Principal during the absence of the Principal concerned.

The IQAC cell of Lamka College is one pivotal body that looks after the overall academic and infrastructural development of the College. The Principal is appointed as the Chairman of IQAC and the Vice- Principal is appointed as the Vice-Chairman of the college IQAC. To look into the affairs of IQAC, a senior teacher is appointed as the IQAC Coordinator in the college. He is entrusted with the overall executive works of the IQAC. One teacher is also appointed as the Assistant Coordinator of IQAC. To assist technically in the work of IQAC, one IT Nodal officer is also appointed from the faculty. Faculty staffs are also appointed as members of different sub-committees set up by the IQAC to assist the functioning and work of the IQAC. They are entrusted with different work allotment to carry out diverse work required by the IQAC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.lamkacollege.edu.in/file006/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	E. None 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)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Response:

The Lamka College continuously makes a sincere effort to enhance and enrich the welfare of its teaching and non-teaching staffs. Teaching and non-teaching staffs enjoy certain welfare from the government as per service rules.

Welfare Schemes for Teaching Staff: Career Advancement Scheme (CAS) benefits to all teachers as per the norms of the Manipur University and as per the state Government Service rules in adherence to the UGC norms. Medical leave, maternity leave, duty leave, on duty leave facilities are provided to teachers as per the parent University and Government of Manipur Service rules and regulations. Medical reimbursement as per the scheme of the Government of Manipur. 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 facilities are also available to teacher in the Bank from where their salary accounts are link.

Welfare Schemes for non-teaching Staff: The College administration motivates the non-teaching staff to pursue basic ICT trainings available. 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 service rules and regulations. Promotion are given to staff as per government employees regulation as per their seniority. Government Provident Fund (GPF) facilities is also provided to the nonteaching staff. Non-teaching staff can

also avail loan facilities if they want to from the Bank where their salary accounts are link.

The college Teacher Association has done welfare measures ensure the workmanship spirit in the college. The teacher Association also shared the adversity of their member and find suitable solution to redress any adversity. When on situation like the untimely demise of their colleague member, all teachers contribute money for the condolence and presented it to the bereaved family in cash. Thanks giving programmes are also organised to appreciate any colleague teacher on his/her retirement by presenting memento of apprieciation and hosting a love fare-well feast to the retiring faculty. The same is done when any of its member is married, the committee extend financial assistance to show gratitude and share happiness.

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

00

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

00

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

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)	View File

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

The Performance Appraisal or Annual Confidential Report system is followed in the College for both the teaching and non-teaching staff. The College administration under the guidance of the Principal looks after the system. The self Apraisal Report or the

Annual Confidential Report for all the faculty and staff are submitted annually to the State Directorate of University & Higher Education, Government of Manipur.

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

Response:

Lamka College is committed in the financial transparency of the college. The Principal of the College is the overall responsible person in matters relating to finance as he is the DDO of the institution.

Internal Audit:

The DDO powers and functions are sole carried out by the head of the institution who is the Principal. All internal financial matters are under the purview of the DDO. The College Planning and management committee headed by the Principal assists the DDO in 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 Audits:

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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)

00

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

Lamkar College apart from the routine funds received from the government, the college does not have institutionalized strategies for mobilization of funds for the optimal utilization of resources. The college finds its means in generating income from the students admission fees, and other related fees collected at the time of admission. The limited funds are utilized for the expenses of college purposes. The college doesnot have any corpus fund generated. Steps are being taken up for proper mobilization of funds in future.

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

Response:

The IQAC Cell, Lamka College functions on the basis of the guidelines set forth by NAAC. The following two practices institutionalized by IQAC is Maintenance of the College Files and organising workshops/seminars as part of quality measures in the College.

Maintenance of College files: Since the effective implementation of IQAC in Lamka College, both hard and soft copy of file management have been enforced. The College file maintenance can be broadly classified as - General Files (manily in hard copy manual system) and Particular file maintenanceof (both in hard and soft copy). The General files mainly includes files relating to general administration and students admission, examination and results files, subject and course files, add-on / certificate course files and other related official files of the College. These files under general file is taken care by the Head Clerk of the College.

Maintenance of Particular files: The particular files includes those of Departmental files, faculty files, IQAC related files, etc. All Head of Departments are responsible for their own department files. The IQAC keeps the record of annual AQARs submitted to NAAC both in hard and soft copy. Department file, daily routine file, activities file, faculty development files are taken care.

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

The IQAC of Lamka college is mainly concerned with the works that involves improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids and rectifying problems which tend to interfere with teaching-learning. The SWOT analysis methods have been implemented by identifying the characteristics of the students. Remedial classes

and tutorials are conducted to cater to the needs of the weaker students. Here teachers-students relationship is built up in more cordial and effective way in which students honestly discuss their personal problems with their teachers. The maintenance of e-communication netwaorks through WhattApp groups created by the administration and concern department teachers has resulted in building up a better relationship between the teachers and students and the students are always in constant touch with the day to day administration of the College. The relationship not only focus on academics but the teachers identify the strength and opportunities of the students. The potential and talents of the students are encouraged through this relationship. As a result, patience of the teachers has addressed so many grievances of the students.

The IQAC continously insist and motivates the Teachers to deploy Information Communication Technology (ICT) as an important tool for effective teaching-learning process. However, due to limited ICT tools such as projectors in the College extensive use of ICT tools as teaching techniques are still in a begining stage. To promote trainings on ICT and enabling all teachers to be able to use ICT tools in a positive challege of the College. The teaching-learning process at present is mostly limited to books and its supplementary materials. As a part of learning management system (LMS), MOODLE , Google meet, zoom apps are used by the teachers to give online teaching to students as the need arises. National Library Information System Technology (N-LIST) is made available for students and teachers free of cost wherein teachers and students can upload the study materials and download them for use.

IQAC helps in maintaining and organizing the academic calendar well. The Academic Calendar of the College is made into two academic calendar of odd semester (1, 3, 5 semesters) and academic calendar of even semester (2, 4, 6 semesters). The Academic Council, under the chairmanship of the academic dean (vice Principal) meets in the beginning of every semester for the preparation of the Academic Calendar. The inputs for the start and the end dates of the semester are taken from the Academic Calendar provided by the Manipur University. The academic calendar finalized by the academic council lists the dates for admission, commencement of classes for al semester, induction program for new students, internal assessment examination i & ii, college foundation day, end of semester examination. Regarding state and national holidays the College adheres to the list of holidays provided in a different Government Holiday list for Both

the whole State and Districtlists which the college.

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)

`C. Any 2 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)	View File

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 institution provides equal opportunity for all the students irrespective of race, colour, creed, sex and religion and follows a Zero Tolerance Policy towards any kind of gender discrimination. The Committee for 'Gender Equality and Sexual Harassment and Grevience Cell' is given the responsibility to look into all matters relating to any form of student ragging activities and gender discrimination. The Committee also render necessary counseling and guidance to the students facing any sort

of gender bias in the campus. There is a separate Girls' Common Room with facilities such as First Aid kits, Newspaper and Indoor games. One teacher, preferably a lady Teacher is specially assigned to look into the affairs of the Girls' Common Room. The College, under the initiative of the IQAC cell in collaboration with the Gender Equality and grevience cell organised a seminar on gender issues on the topic 'Gender Sensitization:Understanding the Dynamics of Sexual Harassment' to spread an awareness about the different dynamics of gender discrimination and sexual harassment prevailing in the modern societies both in workplace and institutions. The main purpose of organising such seminar in a so called equalitarian tribal christian society of churachandpur is to promote the language of gender equality and justice in a fast changing tribal 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	No File Uploaded
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

The College has a solid waste management system in place. Solid waste disposal pit is constructed to burn out non-degradable waste and promotes clean and eco-frendly campus. Conventional

system of rain water storage/harvesting in a container. 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. The College observed Cleanliness Day by doing cleanliness drive and tree plantation in the campus under the initiative of the go green committee.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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	**D. Any 1 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	**No File Uploaded**

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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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	**No File Uploaded**

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).

Providing and promotion of an inclusive environment for the overall development of the students is one of the main policies of Lamka College. The College observed Gandhi Jayanti in the form of Cleanliness Drive on every 2nd October. During this observance, teaching staffs, non-teaching staffs and students played a vital role in cleaning the college campus and its surroundings. The pursuance of cleanliness day in the college ensures personal hygiene, keeping the campus and its surrounding clean. The main idea in this activity is to make spread the awareness on cleanliness and healthy living in the minds and character of the students. The students admitted in the College comes from different tribes and communities speaking different dialects with different cultural traits. Therefore, one of the main concern of the institution is that 'Lamka College should be a place of harmonous learning, unity and peaceful academic environment'. As there has been a historical record of communal clash in Churachandpur District in 1997 in which many lives lost and educational institutions greatly affected, the College does not welcome any particular Student body based on particular tribe or dialect to be formed apart from the the all inclusive Common platform of the College Students' Union. The Student Union is inclusive of all the students from different tribes and cultural groups of the student community with proper decentralised administration. Under the Lamka College Students' Union initiative, the College observes 'College Founding Day' every Year as College Cultural Day in which the students from different tribes display their own traditional or cultural events. As the students belong to different communities of the district and each tribe has distinct cultural dance. Cultural dances of each tribes

are being performed during the College Cultural Day. Through this initiative, diverse cultural activities are being promoted in displaying the talents of the students.

The institution shows gender sensitivity through various initiatives and actions for creating safe, secure and healthy atmosphere.The College as an affiliated college of the Manipur University follows the curriculum prescribed by the Manipur University through its General Foundation Course (GFC) and Regional Development (RD) as non-elective subjects that every student must study during their under graduate course. Co-curricular activities are also being conducted in the college on different occasions. The College conducts one day Seminar on "Gender Sensitization:Understanding the Dynamics of Sexual Harassment" on 8th April, 2021 in which 37 persons participated with Ms. Mercy K. Khaute, Assisstant Professor, Faculty of Law, University of Delhi participated as the resource person.

Lamka College have a Separate Girls common Room along with separate washrooms with running water supply. The Girls common room is equipped with facilities of first aid box, reading table and chairs, and basic indoor games. A lady teacher is appointed to look into the affairs of the girls Common Room. The Red-Ribbon club is also one areas where different on-campus and off-campus activities are carried out representing the students where the art of cultural interactions and relationships are build upon. The NSS of the Collge also is one areas where communal harmony is developed through community activities. In these way the College promotes communal, cultural, social and religious harmony in the Campus and in the Society.

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

To sensitize students and employees to the constitutional obligations, value rights, duties and to make them responsible citizens, Lamka College initiated different activities in the College. To always make the College community aware of their

fundamental rights and duties as true and faithful citizens of India, the Basic Fundamental Rights ans Duties as enshrine in the Indian Constitution is put up in a form of signboards in the campus site, Library and in the College website. There are Code of conducts put up for the students, Teachers & administrative staff to promote the human values, rights, duties and responsibilities are put up in the college websites and office rooms.

The observance of Swachhta Pakhwada 2020 also known as Cleanliness Week was observed at the college campus under the initiative of the Lamka College Ek Bharat Shrestha Bharat (EBSB) club during 16th-31st January, 2020 under the initiative of IQAC and Go-Green Committee of the College. During the week, activities such as inter-state College interactions between students and Teachers were conducted throught the Skype online video conferencing mode. Debates, quiz competition, cleanliness drive, Mother Tongue Day (matribasha diwas) etc. were taken up. Cleanliness Drive-cum-Tree plantation of saplings was conducted within the college campus. The activity includes clearing of tree branches for safety measures, cutting grass and planting saplings were conducted. The same has been organized every year during Gandhi Jayanti in the form of Cleanliness drive. During this time teaching staffs, non-teaching staffs and students participated in cleaning the campus and its surroundings.

As vividly mentioned in Article 48A of the Indian Constitution where it highlighted about the promotion of environment, forest and wild animals. These basic duties and responsibilities are intended to serve as a constant reminder to every student and teacher that while the constitution specifically conferred on them certain rights. Relationship between students and teachers has been effectively functioning in experiencing the duties and responsibilities based on the constitutional norms. Value rights, duties and responsibilities have been balanced through mutual respect, tolerance and understanding. Teachers have extended enormous support in helping the students realize their constitutional obligation, value rights, duties and responsibilities as a student in the class.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
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

The College observes and celebrates certain national and international commemorative days and events. During the current academic session 2020-2021, due to the Covid-19 pandemic majority events could not be celebrated. However, the College could manage to observed the Teacher Day, remembering Sir. Shri Radhakrishnan and what he has contributed for the nation towards education, particularly the importance of a Teacher in educating the nation. The year-long celebration of 75 years of Indian Independence under the nation-wide programme of AZADI KA AMRIT MAHOTSAV was also undertaken by the College. As part of the celebration

activities like - quiz competition, Cleanliness week, plantation of tree saplings were taken up in the campus. Matribasha day - Mother tongue Day was also observed in the College. Under the Ek Bharat Shrestha Bharat (EBSB) programme different activities including inter-state college interactions through skype were conducted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title of Best Practice: 1

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.

Title of Best Practice: 2

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 acknowledges 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 extra-mile endeavors 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 organized 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 reflect the success of the practice.

Problems Encountered and Resources Required:

One of the biggest problem faces by Lamka College is the huge insufficiency of Teachers. The College is now barely managing with 20 teachers including Principal in-charge running 9 Bachelor

of Arts departments and Bachelor of Commerce Stream. The College requires more teaching and non-teaching staff to meet the academic requirements of the College in a tribal area like Lamka.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
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

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. The college has a very unique, compact and strong dedicated qualified faculty in different departments. They all have taken their degrees from the premier

institutes from different parts of the country. Thus, students from rural and semi-urban background are very much benefited from our faculty members. This is our thrust area which makes us distinctive in performance of the institution.

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

Plan of Action for Academic Year - 2021-2022:

1. To increase student admission through adequate means of mobilization in the rural remote areas.

2. To organise seminars/worshops/trainings etc. for students, teaching and non-teaching staff.

3. Infrastructure development - especially towards ICT infrastructure.

4. To put efforts towards reducing the problem of shortage of teaching faculty.

5. To strengthen the student support and progression criteria by opening different add on/certificate courses in future.