



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**LAMKA COLLEGE**

NEW LAMKA, CHURACHANDPUR, MANIPUR - 795006  
795006

<https://www.lamkacollege.edu.in>

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### 1. EXECUTIVE SUMMARY

#### 1. 1. INTRODUCTION

LAMKA COLLEGE (Lamka, which means “Crossroad”, the local name of Churachandpur town) is one of the two Government run higher education in Churachandpur district, located in the Southern part of Manipur bordering Myanmar. The need for establishing Lamka College was spearheaded by local learned educationist, social worker and politicians who were the founding members of the College. The founding members consists of great personalities such as (L) Shri N. Gouzagin, ex-Hon’ble Minister of Agriculture, Veterinary & Animal Husbandary, Government of Manipur (Chairman), (L) Shri L. Rokung Hmar, Ex-member of Manipur Legislative Assembly, Government of Manipur (Vice-Chairman), (L) Shri Daineikung Pudaite (Founder Secretary), (L) Vung D. Tombing (Founder Principal), (L) Shri H. Thangpao (Treasurer), (L) Shri H. Khatkhojam (Finance Secretary) and members comprised of Shri T. Phungzathang (ex-Chairman, Distric Council,ADC), Shri T. Goukhenpau, Shri H. Khupzam, Shri V. Thangkhum, Shri Luoia Hmar, Shri H. Chinthang, Shri H. Tunzachin, Shri K. Lalzama, Shri Dr. Laltuoklien Sinate (ex-DMO), Shri Capt. Thangthuama, Shri Dr. P.C. Vanlalmuana, Shri K. Rohmingliana, Shri H. L. Daka, Shri L. Suakhnun, Shri Dr. K. Hilkham, Shri J.C. Chongkholien (DEO as government representative Shri Sanglianthanga (Govt. Teacher as representative) initiated the ground works for the birth of Lamka College on the 6th June 1976.

The College is a co-educational institution, catering to the needs of the tribal ethnic groups of the District such as the Paite, Mizo, Hmar, Thadou-Kuki, Gangte, Zou, Vaiphei, Simte, Zomi etc. The College was taken over by the Government of Manipur in the year 1979. The College is located at New Lamka, Churachandpur, Manipur, Pin-695006. The College was first affiliated to the University of Gauhati and later affiliated to the University of Manipur in the year 1981. The College is then affiliated to the University Grants Commission under Section 2(f) and 12 (b) of UGC Act, 1956 in June 1987.

The College offers 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. The College is a multi-faculty institution providing education in Humanities, Social Science and Commerce. The medium of instruction, except vernacular subjects, is English. The Modern Indian Languages taught are Manipuri, Mizo, Hmar, Paite and Thadou-Kuki.

The College is marching ahead each year producing more and more promising students who eventually became Asst. Professors, Doctors, Professors, Church Leaders, IAS, IPS, IDAS, IRS, and public Leaders and officers serving the nation with dedication. Focus on qualitative results has been a dominant feature of our curriculum. The infrastructure of the college has been restructured to keep up with advancements in academia on the national and global front. The college has introduced NSS, Red Ribbon Club, Mentor- Mentee Guidance, along with various committees to look after varied aspects of the college thoroughly. The IQAC Cell has been the pivotal body guiding the college consistently for the overall quality improvement and performance by evaluating and reflecting upon the functioning of the various departments and committees.

## Vision

### 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

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  1. To inculcate and create a healthy academic atmosphere in the minds of the pupils within and without through scholastic and non-scholastic endeavors.
  2. 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.
  3. 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.
  4. 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.
  5. 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.
  6. 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.

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

### Institutional Strength

#### Institutional Strength:

Lamka College, thought located in the peripheral part of the Lamka town, Churachandpur District has a strategic location for the Scheduled Tribes settling in and around the College.

As the college is located about 2 km from the heart of the town, it has a peaceful campus free from different disturbances.

The College approach road is connected with the National High way No. 102(B) known as 'Guite Road'. The State Bank of India Branch, New Lamka is located nearby the College serving the students and faculty for

banking facilities. Two SBI ATMs are also located nearby the College which caters to the financial need of the College community.

It is an institution that provides equal opportunity for diverse tribes living in the remote areas. It has a spacious campus properly wall fenced. There is much scope for the college to further develop in infrastructure and academically.

The college is a microcosm of Churachandpur town with students belonging to varied tribes and religious affiliations. This inculcates a sense of harmony and peaceful coexistence which is a much needed example in the town. There is an emphasis on gender equality and women empowerment.

The College provides a suitable place for those students from poor economic background who could not afford to pay their educational fees in metro cities of India for higher learning.

The College also conducts various extensions, co-curricular and extra-curricular activities for the overall development of the students.

The College has a well-trained qualified faculty for all departments provided the College gym and the Library collection of books is one strong foundation for the future progress of the college.

One aspect of uniqueness of the college is that for those students who want to pursue Arts Subjects lies in the fact that it is exclusively Arts College and recently in 2017 with the opening of Commerce subject, Lamka College is the only Government Colleges in the hill districts of Manipur to have under graduate Commerce course.

### **Institutional Weakness**

Institutional Weakness:

One of the drawbacks in the fast development of the college is the absence of permanent head (Principal). The college is run under Principal in-charge appointed by the Government from time to time.

The lack of physical infrastructure limits and the number of students who can be admitted as there are limited number of classrooms and seats in the college. The shortage of teaching staff and the untimely filling up of vacant post of faculty and staff on retirement is one of the hurdles and weakness face by the College.

At present, there are only one faculty each for the three main Arts subjects viz; sociology, Geography and Commerce. However, there are sizeable number of students in the concern subjects upon which the concern authority needs to act fast for the betterment of the institution.

The lack of access to E-Learning resources due to limited number of personal computers in the College for students and staff. This poses a further challenge for many students who do not own smart phones or are unable to afford data packs in their mobile connection.

## **Institutional Opportunity**

Institutional Opportunity:

Recently, the government has given the College the permission to open new subjects viz; Sociology, Geography & Commerce which will act as a great catalyst for the development and career opportunities for the communities living in and around the College. The college has an opportunity to introduce more subjects and courses of study.

Although located in a backward region of the state, the college has a great opportunity to provide quality education to the less privileged sections of the society. With the introduction of Commerce Subject few years back, students from poor family can also now avail the chance of making a career in B.Com. at low cost of admission fees.

The College is working towards achieving better grade in the NAAC second cycle of accreditation for quality education in near future.

## **Institutional Challenge**

Institutional Challenges:

One of the biggest challenges looming up is the speedy growth of government recognized higher learning institutions run by privates. Insufficiency administrative staff of the college has become already a threat to improvement of the college.

The college lacks adequate resources and infrastructure in comparison to other institutions which has become a great challenge for the high rate of enrolment of students each year

It fails to organize conferences, seminars and workshops. It fails to keep pace with the rapid changes in technology and innovations in higher education

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

#### **Curricular Aspects:**

Curricular Planning and its Implementation are described in this section. The Academic Council is responsible for planning the Academic Calendar of the College which includes the Examination dates, important College events, Annual Sport Meet, Holidays, Winter and Summer break, First and Last day of semester.

The Academic Council also prepares the Daily Class Routine and Time table to cover up the syllabus for each semester as prescribe by the Manipur University to which the College is affiliated. There is the Examination Committee under the leadership of the controller of exams looks after the conduct of Internal Assessment Test,

submissions of Assignments on time and the University examinations. The college has well equipped library to cater the needs of the students and teachers. Teachers are encouraged to used ICT facilities and Smart classroom to enhance their curriculum delivery.

## **Teaching-learning and Evaluation**

### **Teaching-Learning and Evaluation:**

The assessment of the teaching-learning levels of the teachers and student is done by conducting Internal Test and Class Assignments under the supervision of Controller of Examination of the College. The Examination Committee headed by the Controller of Examination is responsible for the smooth conduct of examination. Faculty are appointed for exam room duty and also frisking of students at the College main gate and in the exam rooms are done to ensure free and fair examination is conducted. Remedial classes are conducted for the under- performing students in the internal evaluation or test so that they cope up with the normal students so that they are also confident enough to face the University examination. This greatly helps the students for better results in the University exams.

The College also follows the mentor-mentee evaluation process. Every teacher is assigned a specific number of mentees under the mentor-mentee process. All heads of departments are mainly assigned to monitor the process. For easy interactions, apart from physical contacts mobile phone contacts through WhatsApp groups are encouraged. The method of assessment level of attainment of Course Outcome (CO) includes: Theory Course (Internal and End Semester Exams), practical Course (Internal and End Semester Exams), Assignments and Class Test (Periodical and Specific) and Pass Percentage Survey (From record of Examination Section). The students and teachers profile, students' enrollment percentage, number of sanctioned seats, number of actual students admitted from the reserved categories, students – teacher ratios, teaching experience, students' pass percentage mentor-mentee ratios are also mentioned in this criterion .

## **Research, Innovations and Extension**

### **Research, Innovations and Extension:**

Status of grants from Government and Non-Government for research project, number of departments having Research projects funded by Government and Non-Government, number of seminars, conference, workshops conducted is discussed under Resource Mobilization for Research. In these criteria the College being exclusively under graduate Arts College is not performing well. Faculty is encouraged to take up some minor research projects. Total number of research paper published in journals notified on UGC websites, number of book published in national/international conference is also mentioned. Extension Activities carried out by the College includes: Observing Swatchta Pakhwada Week, inter-State college interaction programmes, plantations of tree saplings under the 'Go Green' initiatives, Red Ribbon Club activities etc. and Vocational Course on "Tourism & Hospitality Management" under RUSA undertaken with industrial Partner JCRE Skills Solution Limited are mentioned in this criteria.

## **Infrastructure and Learning Resources**

### **Infrastructure and Learning Resources:**

The Government sanctioned funds are appropriately used for infrastructure development and for procuring teaching-learning equipments. Lamka College primarily consists of Arts and Commerce Stream which offers undergraduate courses. The College is in need of Laboratory for Geography subject. Apart from these regular B.A. subjects, the College has introduced vocational course on 'Tourism & Hospitality Management' under the State RUSA project 'Vocationalisation of Higher Education in Manipur'. The College is under the process of

introducing IGNOU study centre in the campus to cater to the needs of the tribal students in higher education.

The Teachers are encouraged to use ICT mode of teaching with limited ICT equipments available in the College. The College, at present has only three enable smart classrooms and one smart seminar/conference room attached with power point projector. There are only 15 desktop computers in working condition in the college. The College library has more than 9,000 volumes of different text books and reference books, newspapers and periodical journals subscriptions for teachers and students. The College has introduced the online Library N-LIST and the MOODLE online Learning Management System (LMS) for the students. The Library is yet to be fully automated. The College does not have any leased line internet connection but manages with wi-fi (JioFibre) connection. The college has a good gym facility, indoor multi-purpose hall, sports equipments and a spacious landscape.

## **Student Support and Progression**

### **Student Support and Progression:**

The students of Lamka College can avail Financial Aid provided by the Government through Post Matric Scholarship for Schedule Caste/Schedule Tribes Scholarships. The College, at the present is not in position to create provisions of Freeships to students due to limited funds and less number of students. As part of student support and progression outstanding performers in the University level exams are facilitated with a cash awards and memento. Majority of the Schedule Tribe students of the college have benefitted through the scholarships sponsored by the State Government. The College engaged itself in capacity building and skill enhancement for the students through workshops and seminars and vocational course.

The Grievance Redressal Cell look into the complaints lodged by the student of the college and the Cell is also empowered to look into matters of any form of harassment including sexual harassment by the students or teachers. The college has a zero-tolerance policy on Ragging and it shall be the duty of the Anti-Ragging Cell to ensure and monitor the prevention of ragging in the institution. The students are encouraged to serve the College and Community through the Lamka College Students' Union Body, the Youth Red Cross Club, NSS etc. The College is also planning to introduce NCC in near future. The students role and activities in various activities of the college such as Annual Sports week, Annual Cultural (College Founding Day), Tree plantation drive, Social Fresher's Meet, help Desk during admission etc. are discussed in this section.

## **Governance, Leadership and Management**

### **Governance, Leadership and Management:**

The Principal is the chief administration of the college under the direct supervision of the director (University and Higher Education) Government of Manipur. The policy statements and action plan of vision and mission are formulated by the Principal in consultation with the College Planning & Development Committee and the Academic Council which comprises of all the Head of Departments of the college. The Teachers' Council which comprises of all the regular teachers also consistently assists in the day-to-day administration. It also takes decision on affiliation on any state or national level Teacher' Association. The IQAC is currently working on the annual submission of AQAR reports and for the 2nd cycle of NAAC assessment.

The teaching and non-teaching staffs enjoy certain welfare from the Government as per the service rules. They are entitled for various kinds of leave including Maternity, Paternity and Child Care Leave. The Welfare Committee of the College consists of both the Teaching and Non – Teaching Staffs which is headed by the Principal. The Performance Appraisal and Annual Report of the Teaching and Non- Teaching Staff are regularly submitted to the higher authority i.e Directorate of University and Higher Education by the head of the institution. Teachers are encouraged and given duty leave for participating in the HRDC, UGC sponsored Career Advancement scheme such as Orientation course, Refresher Course, Faculty Induction Programme, Special Summer & Winter School etc. for not less than three weeks. Regarding all financial matters and Audits, the Principal is responsible for matters relating to Internal Audit of the College and for External Audit, the Auditor is sent by the Directorate of Technical & Higher Education, Government of Manipur.

### **Institutional Values and Best Practices**

#### **Institutional Values and Best Practices:**

Institutional values and Social responsibilities of the College are described in this Criterion. The institution provides equal opportunity for all the students and follows a Zero Tolerance Policy towards any kind of gender discrimination. The Committee on Gender Sensitization and Anti-sexual Harassment is given the responsibility of providing 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. A lady Teacher from within the members of the Gender Sensitization and Anti-sexual Harassment Committee is given the responsibility to look into the affairs of the Girls' Common Room.

The Institution is actively engaged in promoting Environmental Consciousness and Sustainability. The campus has a Solid and Liquid waste management system. Water conservation facilities include: Rain water harvesting, Green Campus initiatives include: Restricted entry of automobiles, Pedestrian friendly pathways, Ban on use of Plastics and Landscaping of the campus with trees and plants. Building the sense of social responsibility through social activities such as visiting HIV-AIDS infected orphanage homes like Happiness Home, Only Grace Home are conducted annually as part of Best Practice by the College.

To inculcate values for responsible citizens various activities like cleanliness and tree plantation drive are taken up during Gandhi Jayanti and Swachhta Pakhwada week. Inter-State College student and Teacher interactions are also held by the volunteers of Ek Bharat Shrestha Bharat of Lamka College. The institution has a prescribed code of conduct for the students, teachers, administrator and other staffs which are strictly adhered to.



NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	LAMKA COLLEGE
Address	New Lamka, Churachandpur, Manipur - 795006
City	New Lamka
State	Manipur
Pin	795006
Website	<a href="https://www.lamkacollege.edu.in">https://www.lamkacollege.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	T. Awnzagen	03874-234266	8974472463	-	lamkacollegeccp11@gmail.com
IQAC / CIQA coordinator	David L. Lungtau	-	8575367089	-	dllungtau@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	06-06-1976

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Manipur	Manipur University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	24-02-1987	<a href="#">View Document</a>
12B of UGC	24-02-1987	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

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

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

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	New Lamka, Churachandpur, Manipur - 795006	Rural	3.9	1.112

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	XII passed	English	150	124
UG	BA,Education	36	XII passed	English	150	104
UG	BA,Economics	36	XII passed	English	50	15
UG	BA,Political Science	36	XII passed	English	150	116
UG	BA,History	36	XII passed	English	150	53
UG	BA,Geography	36	XII passed	English	50	50
UG	BA,Sociology	36	XII passed	English	150	71
UG	BA,Mizo	24	XII passed	English	50	13
UG	BA,Manipuri	12	XII passed	English + Meitei/Manipuri	50	13
UG	BCom,Commerce	36	XII passed	English	50	0
UG	BA,Environmental Science	12	XII passed	English	50	35

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				17			
Recruited	0	0	0	0	3	1	0	4	8	9	0	17
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				5
Recruited	2	3	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	1	2	0	4
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	2	1	0	5	5	0	13
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	122	1	0	0	123
	Female	56	0	0	0	56
	Others	0	0	0	0	0
Certificate / Awareness	Male	15	0	0	0	15
	Female	14	0	0	0	14
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	56	0	0	0
	Others	43	0	0	0
ST	Male	0	61	49	160
	Female	0	37	41	94
	Others	0	0	0	0
OBC	Male	2	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		102	98	90	254

**Institutional preparedness for NEP**



## 1. Multidisciplinary/interdisciplinary:

The New Education Policy-2020 (NEP) has become a new challenge in the education sector, especially the higher education in India. Although it was implemented in 2020, many states are yet to fully implement it. The government of Manipur under the aegis of the University & Higher Education and the Manipur University has taken tremendous steps to make it implemented all over the State. The University of Higher Education, Government of Manipur has issued an order in-tune with the Manipur University to implement NEP-2020 in all Government & Government Aided Colleges of the State from this academic session 2022-2023. Lamka College, as one of an institution that promotes lively academic atmosphere in the rural area of the State has been undertaking steps to meet the requirements of NEP. As NEP envisages a holistic and multidisciplinary education that aims to produce employable graduates with integrated personality. The policy envisions the undergraduate degree to be of either 3 or 4 years duration, with multiple entry and exit options within this period with appropriate certificates e.g. a certificate after 1 year of study or a diploma after 2 years of study or a Bachelor's degree after 3 years of study. The 4 year programme will lead to either a Bachelor's degree with Honours in a particular discipline/subject or a Bachelor's degree with Research. The College had conducted One Day awareness programme on NEP-2020 in April 2021 for all the faculty members sponsored by the State University & Higher Education Department. The teachers were made aware of the new education Policy and were benefitted in a great way. At the time of starting a new session the College conducts the Orientation and Career counselling for the newly admitted students. During this orientation programme the students were given awareness about the new education policy. Now, the College have decided to implement the 4 year undergraduate course or the CBCS system from the academic year 2022. The syllabus of all the subjects/course along with the DSE (Discipline Specific Elective), GEC (Generic Elective Course), AECC (Ability Enhancement Compulsory Course), SEC (Skill Enhancement Course) and VAC (Value Addition Course), available in the College has been structured by the Manipur University. However, there are many challenges ahead as the College lacks in many infrastructure and insufficiency of faculty for

	<p>promoting variety of options for the students it serves. In areas like the Value Addition Course (VAC), the College is not able to offer all the value addition courses available in the Manipur University because there are no proper facility and expert faculty to teach and train the students. In spite of all odds that the College may faces in the implementation of the NEP, it has a positive future that it will be able to smoothly handle the new system of education with all the joint efforts of dedicated faculty.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Academic Bank of Credits (ABCs) is the platform developed by national e-Governance Division (NeGD) of the Ministry of Electronics and Information Technology, Government of India. The idea is to facilitate students opening of Academic Account in the Higher Education Institutions as per the 'University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021'. It is digitally stored system of students' academic credits and performance. At present, the College has not implement the ABC for students. In this regard, the University &amp; Higher Education Department, Government of Manipur will mentor the ABC of students. This will be entirely a new educational experience once implemented.</p>
<p>3. Skill development:</p>	<p>Skill Development course is one of the most important component of the NEP which every Higher education Institutions will have to caters to the skill need development of students. This Skill development is an inter-disciplinary course with a variety of options for students to opt for from a pool of choices of skill based courses. The Manipur University is the nodal university for Colleges in Manipur to create and structured Skill Development Courses and accordingly affiliated Colleges may offer those courses suited to the infrastructure and availability of course teacher. With the implementation of NEP in the new academic session 2022-2023, Lamka College has intended to offer the following Skill Enhancement Courses for the students. The College has prescribed the following Ability Enhancement Compulsory Courses (AECC) for the 1st Year B.A. students: (i) English/MIL (Hmar/Paite/Mizo/Thado-Kuki/Manipuri) Communication in the 1st Semester . (ii) Environmental Studies (EVS) in the 2nd Semester</p>

	<p>The Following papers/Courses are introduced in the College for Skill Enhancement Courses (SEC):</p> <p>Department of English: (i) Translation Studies (1st Semester) (ii) Creative Writing (2nd Semester)</p> <p>Department of Education: (i) Nursery Rhymes (1st Semester) (ii) ICT Tools &amp; Skills (2nd Semester)</p> <p>Department of Political Science (i) Public Opinion Survey Research (1st Semester) (ii) Peace &amp; Conflict Resolutions (2nd Semester)</p> <p>Department of Economics: (i) Data Analysis (1st Semester) (ii) Research Methodology or Contemporary Economic Issues (2nd Semester)</p> <p>Department of History: (i) Introduction to Archeology or Archives &amp; Museum (1st Semester) (ii) Understanding Heritage or Understanding Popular Culture of India (2nd Semester)</p> <p>Department of Sociology: (i) Techniques of Social Research (1st Semester) (ii) Gender Sensitization (2nd Semester)</p> <p>Department of Geography (i) Cartographic Techniques &amp; Computer Application in Geography (1st Semester) (ii) Geographical Information System (2nd Semester)</p> <p>(2nd Semester) (ii) Gender Sensitization (2nd Semester)</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>In the new Education Policy, the College has introduced Major Indian Languages (MIL) and English communication in the first semester. In rural areas like churachandpur, the following MIL subjects are introduced for students as part of integrating Indian knowledge systems through local languages. The MIL subjects include:- Hmar, Paite, Thado-Kuki, Manipuri, Mizo. English communication skill is another subject introduced. At present there is no online system of learning except that during the Covid-19 pandemic the college has introduced through the initiative of the Directorate of University &amp; Higher Education, Government of Manipur, an online mode of learning MOODLE (LMS).</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The College focuses on Outcome Based Education (OBE) under the NEP-2020. The College introduced Outcome Based Curriculum Framework (LOCF) from the academic session 2022. This outcome based education is a framework as per the UGC regulation 2018 for updating the CBCS (choice Based Credit system) so as to reflect the expected learning outcomes and academic standards that are expected to be attained by graduates of a programme of study and holder of qualification. The CBCS provides</p>

	<p>choice for students to select from the prescribed courses (core, electives or minor or soft skill courses). Under the CBCS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of minimum number of credits to be completed by the student.</p>
6. Distance education/online education:	<p>At present the College does not provide or run a distance or online mode of education. It has introduced the MOODLE (LMS) online mode of teaching for specific purpose only. The College is a co-educational institution which runs on regular daily class basis.</p>

NAAC

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	7
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	7

### 2 Students

#### 2.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
107	90	98	103	115
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
50	50	50	50	50

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	13	25	33	47

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
47	47	47	47	47

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 12**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.52	1.97	2.14	1.39	2.10

**4.3**

**Number of Computers**

**Response: 15**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 15**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

**Response:**

**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	Document
Link for Additional information	<a href="#">View Document</a>

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



**Response:**

**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	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

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

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

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

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p><b>Response: 100</b></p>											
<p><b>1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.</b></p> <p>Response: 10</p>											
File Description	Document										
Institutional data in prescribed format	<a href="#">View Document</a>										
<p><b>1.2.2 Number of Add on /Certificate programs offered during the last five years</b></p> <p><b>Response: 3</b></p>											
<p><b>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</b></p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>01</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	01	01	01	0	0
2020-21	2019-20	2018-19	2017-18	2016-17							
01	01	01	0	0							
File Description	Document										
Institutional data in prescribed format	<a href="#">View Document</a>										
<p><b>1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p><b>Response: 11.67</b></p>											
<p><b>1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b></p>											

2020-21	2019-20	2018-19	2017-18	2016-17
29	18	11	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>

### 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:

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 undergraduate 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	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

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

**Response:** 18.86

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

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

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 9.35

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

Response: 10

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

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

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

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>

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

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 11.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
117	91	100	103	115

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

2020-21	2019-20	2018-19	2017-18	2016-17
950	950	950	950	750

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

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

**Response:** 210.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
117	91	100	103	115

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

### 2.2 Catering to Student Diversity

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

**Response:**

**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 extracurricular 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	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 5:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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:**

**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 practical 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.

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

**Response:**

**Response:**

The IQAC continuously 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 beginning stage. To promote trainings on ICT and enabling all teachers to be able to use ICT tools in a positive challenge 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	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 5:1

#### 2.3.3.1 Number of mentors

Response: 20

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 41.7

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 17.39

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 21.55

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

Response: 431

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

**Response:**

Lamka College abides by the rules and regulations prescribed for the college examination committee by strictly 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 allotted 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.

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

**Response:**

**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.

## **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:**

**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	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>

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

**Response:**

**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 they 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	Document
Upload any additional information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students during last five years****Response:** 90.27**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
23	13	20	31	41

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	13	25	33	48

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:****File Description****Document**

Upload database of all currently enrolled students (Data Template)

[View Document](#)

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

Response: 0

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

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

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

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

Response: 0

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

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

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	8	8	5

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response:** 6**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

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

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**



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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3 Extension Activities

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

**Response:**

**Response:**

The College has the NSS Unit and organises and participated in the programmes initiated by the government. NSS special camps for youths were conducted time to time. The Special Camping of Lamka College Unit (1) for the year 2017 – 2018 was organized from the 4th – 10th October, 2018 under the Theme “Learning by Doing”. With the purpose of equipping student volunteers and common community some ideas of National Service Scheme (NSS) – Knowledge, Skills, work experience and work culture, value of team work, creative and productive community work, a ten days NSS special camping was being conducted. For this NSS Special Camping Thingkangphai a village in upper Lamka town was selected as adopted village. Some of the distinguish persons included during the special camping were David L. Lungtau, Assistant Professor, Department of Political Science, Mrs. Lalvarzo, Assistant Professor, Department of Education, Mrs. Ching Lian Mawi, Assistant Professor, Department of Education, Mrs. T. Chingzaman, Associate Professor, Department of Economics, Shri Dhiraj Thapa, Associate Professor, Department of English. All of them were from Lamka College itself. Beside these, Mr. Trilokchand, Associate Professor, L. Sanoi College, Nambol and Mrs. R.K. Radhapiyari Devi, Assistant Professor, C.I. College, Bishnupur were also invited as resource persons from outside the district of Churachandpur during the NSS Special Camping 2017 – 2018.

In the inaugural function Kh. Gunen Singh, NSS Programme Officer, Lamka College Unit-1 gave his welcome and key note address with special reference to a four point programme of the thirteen members United Nations Educational Scientific and Cultural Organization (UNESCO) Commission Report; (i) Learning to know (ii) Learning to do, (iii) Learning to be and (iv) Learning to live. In his Key-note address the Programme Officer clearly mentioned that NSS should not merely depend on the fund but should mobilize resource and fund from the locality, corporate sector, trust and others to expend their area of work. For working in the field of social service with dedication, the students and youths are to be trained.

In his inaugural speech Dr. L.C. Ngaihte, the Principal of the College expressed that the NSS volunteers have to train the people, specially dwelling in the slums for becoming self-reliant and self-sufficient. He said, when in some locality volunteers went to clean the slums once a week, the beneficiaries wait for them for six days did nothing for themselves. This should be avoided.



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. only online classes could be conducted from home.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

Response: 0

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

Response: 3

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 19.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	82	0	0	0

**File Description**

**Document**

Report of the event

[View Document](#)

Institutional data in prescribed format

[View Document](#)

### 3.4 Collaboration

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

**Response:** 0

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

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

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

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

**Response:** 0

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

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

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

**Response:**

Lamka College seeks to bring about a holistic development of the learner. It focused not only on the academic learning of the students but also encourages the students to pursue physical and cultural development as well. Lamka College has a well-established systems and procedures for maintaining and utilizing the different infrastructures. It has different internal committees looks after and monitors the smooth functioning of these infrastructures. 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. Waste bins placed in classrooms and at strategic places around the campus to discourage littering and ensure a neat campus. The college has a cleaning crew which looks after the administrative offices, classrooms, library, bathrooms, conference room, gymnasium, campus etc.

Maintenance and utilization of Library: The Library is well stocked with curriculum books as well as references books and newspapers. Reading tables are provided to ensure a comfortable reading. The Library Committee with the Principal as the chairman and members appointed by the Principal ensures the smooth functioning of the library. It is responsible for the purchase and collection of books, journals and other reading materials on the recommendation of the Head of Departments. The library is accessible to all students and faculty members. It is open from 10:00am to 3:00pm from Monday to Saturday. Online access to e-journals is provided through INFLIBNET NList consortia to which all the students and faculty members are registered. The College is considering to have a functional digitalised Library system in near future. However, one of its main challenge 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 inhouse by the IT Nodal Officer. The college has a computer room for the students with access to wifi connections. 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.

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. These infrastructures are accessible to the students. The Committee on Sports and Extracurricular Activities organize sports activities, provides suggestions for up gradations and supervise the maintenance of these infrastructures.

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 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	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:**

**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 80x60 feet square wherein volleyball games, badminton, table tennis and other indoor games are played.

The college also has an outdoor basketball ball measuring 92x50 square feet which is accessible to all the students as well as the faculty members. The college also boasts of a well-equipped gymnasium measuring 20x71 feet square. It has adequate equipments like treadmills, ellipticals machines, multi gym exercise machines, bench press, barbells, dumbbells 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 multipurpose 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	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 33.33

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

Response: 4

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

Response: 2354.17

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

2020-21	2019-20	2018-19	2017-18	2016-17
41.75	15.20	39.88	87.41	25.0

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

Response:

Response:

At present the College Library is not fully automated . 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 a permanent Librarian. The Library is well stocked with curriculum books as well as references books and newspapers. Reading tables are provided to ensure a comfortable reading. The Library Committee with the Principal as the chairman and members appointed by the Principal ensures the smooth functioning of the library. It is responsible for the purchase and collection of books, journals and other reading materials on the recommendation of the Head of Departments. The library is accessible to all students and faculty members. It is open from 10:00am to 3:00pm from Monday to Saturday. Online access to e-journals is provided through INFLIBNET NList consortia to which all the students and faculty members are

registered. The College is considering to have a functional digitalised Library system in near future.

#### 4.2.2 The institution has subscription for the following e-resources

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

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:** 0.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.60	0.44	1.71	0.10	1.09

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:** 8.66

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

**Response:** 11

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

**Response:**

Lamka College is a small College running only undergraduate courses in Arts and Commerce streams. It does not have a Seperate 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.

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

**Response:** 7:1

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** B. 30 MBPS – 50 MBPS

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 100

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



2020-21	2019-20	2018-19	2017-18	2016-17
2.52	1.97	2.14	1.39	2.10

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

##### Response:

##### Response:

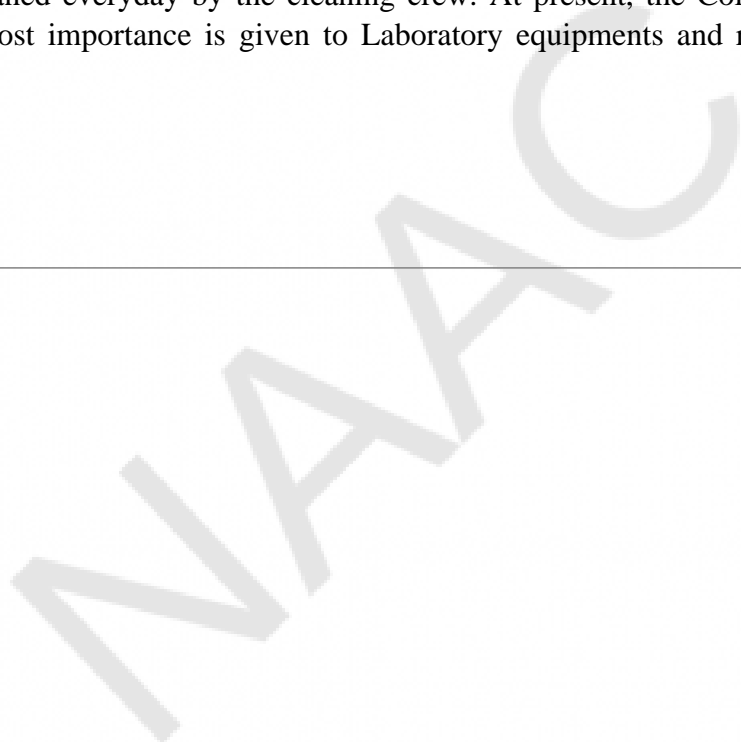
The college is focused not only on the academic learning of the students but also encourages the holistic development of students. It encourages students to pursue physical and cultural development as well. It has established and maintained different facilities to meet these requirements. The college 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 can be 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, dumbbells 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. 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 backup 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, conference room, gymnasium, campus etc.

The Library Committee ensures the smooth functioning of the library. The library is accessible to all students and faculty members. It is open from 10:00am to 3:00pm from Monday to Saturday. Online access to e-journals is provided through INFLIBNET NList consortia to which all the students and faculty members are registered. All computers systems in the college are managed and maintained inhouse by the IT Nodal Officer. The college has a computer room for the students with access to wifi connections. The college has a gymnasium with well- maintained sports equipments to meet the needs of the students. It has a spacious indoor stadium for playing badminton, table tennis, volleyball etc.

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. Waste disposal bins are placed in most of the rooms. The classrooms are cleaned everyday by the cleaning crew. At present, the College does not have any Laboratory room. Utmost importance is given to Laboratory equipments and room for those subjects having practicals.



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 75.46

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

2020-21	2019-20	2018-19	2017-18	2016-17
59	91	77	59	98

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

Response: 75.46

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

2020-21	2019-20	2018-19	2017-18	2016-17
59	91	77	59	98

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 0

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>

## 5.2 Student Progression

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

Response: 0

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

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

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

Response: 80

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

Response: 20

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

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

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

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

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

**Response:** 0

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

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

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

**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:**

**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 sought in a democratic manner. Any decision to be taken is carefully taken care of by the head of the institution. The principal, before taking any 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 take 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 nonteaching 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 extent 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.

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

**Response:** 27.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	43	31	64

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

**Response:**

The College at present does not have registered Alumni Association. It is very unfortunate that till to day the College does not have registered Alumni Associations. No doubt, the College has produced quite a number of government officers and social workers of today who are working within and outside of the State. The present administration is trying its best to activate an effective Alumni Association of the College in near future. However, informal relationships are still building between the College fraternity and those eminent Alumnis of the College who are presently holding important positions in the government sector. Mention may be made of our respected State MLAs such as Shri. Vungzagin Valte and Shri. V. Hangkhanlien, Hon'ble MLAs of Manipur as the pride Alumnis of the College.

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

**Response:** E. <1 Lakhs



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

**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. 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 in making our vision and mission going on.

The IQAC and the academic committee of the college plays a pivotal part the academic improvements of the college 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:**

The College has a clear mission and commitment in fulfilling its vision by inculcating healthy academic atmosphere in the minds of the learners within and without through scholastic and non-scholastic endeavors. By engaging the students in creative and constructive social activities among the them and the teachers in the exercise of democratic leadership with a strong sense of national integration, social harmony, servitude, learning habits, positive attitude, interest and abilities for sustainable growth and intellectual development. To equip the students with the needed skills and knowledge so that they can meet the challenges of the fast changing world and to built in them, the spirit of competency and develop the

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

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

**Response:**

**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.

## **6.2 Strategy Development and Deployment**

### **6.2.1 The institutional Strategic / Perspective plan is effectively deployed**

**Response:**

**Response:**

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.

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

**Response:****Response:**

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 emoluments 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 Calendar, 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 subcommittees 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.

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

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

**Response:** B. 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

**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 linked.

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 appreciation 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.

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

**Response:** 0

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

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

#### **File Description**

Institutional data in prescribed format(Data template)

#### **Document**

[View Document](#)

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

**Response:** 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

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

**File Description****Document**

Institutional data in prescribed format(Data template)

[View Document](#)**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response:** 14.18**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
9	4	0	0	1

**File Description****Document**

Institutional data in prescribed format(Data template)

[View Document](#)**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff****Response:****Response:**

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 Appraisal 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.

## 6.4 Financial Management and Resource Mobilization

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

**Response:**

**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 Cashier 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.

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

**Response: 0**

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

**Response:**

**Response:**

Lamka College, being a government 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 does not have any corpus fund generated. Steps are being taken up for proper mobilization of funds in future.

## 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:**

**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 (mainly in hard copy manual system) and Particular file maintenance (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.



**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

**Response:**

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 College has positively advanced towards academic improvements both in infrastructure and in faculty ever since its first cycle of accreditation by NAAC.

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 networks 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 big challenge that the College faces is the non-filling up of sanction post for teachers by which makes it difficult for a single teacher to handle one core subject/stream like the Bachelor of Commerce. The College has time and again petitioned the concerned state government department to look into our problems. However, the demands are yet to be fulfill. The IQAC cell/team always motivates and encourages the faculty teachers to go for some short and long term induction trainings, orientations, refresher courses etc under the UGC, HRDC undertakings for their career enhancement and for the improvement of their teaching activities. Research area is where the College is lagging behind presently. This may be due to the scarcity of funding opportunities towards Arts/Social Science subjects, the college being exclusively a Bachelor of Arts College. Teachers are always advice and encourage to develop research interest amongst the students. One of the quality initiative undertaken by IQAC cell for the academic improvement of the college for the last several years has been the addition of three more subjects in the College to meet the demands of the public/community around the College. with the newly inclusion of Subjects such as Sociology, Geography and B.Com in the College from 2017-2018 academic session, the college is moving ahead in tune with other colleges in Manipur. This has earned a great boost and credit for IQAC, Lamka College.

The IQAC continuously 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 beginning stage. To promote trainings on ICT and enabling all teachers to be able to use ICT tools in a positive challenge 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.

### 6.5.3 Quality assurance initiatives of the institution include:

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

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

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:**

**Response:**

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 Grievance 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 grievance 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.

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

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

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

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

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

**Response:**

Response:

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-friendly 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.

Recently, the College has been able to installed e-waste management known as the 'Sanitary napkin Vending Machine' provided by the respected Director of University & Higher Education, Government of Manipur under the 'Bleed with Pride' scheme especially for girls. This Sanitary napkin Vending machine has really help female students during their menstrual period while in the College campus.

**7.1.4 Water conservation facilities available in the Institution:**

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

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

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

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

**Response:** B. 3 of the above

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

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

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

**7.1.7 The Institution has disabled-friendly, barrier free environment**

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

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

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

**Response:**

**Response:**

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 tribe-based Student body o 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. Cultural dances and cultural activities of each tribes are being performed during the College Cultural Day. Through this initiative, cultural diversity in unity and the talents of students are promoted.

The institution shows gender sensitivity and respect gender equality through various initiatives and actions for creating safe, secure and healthy atmosphere. 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.

The College has Separate Girls common Room along with 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.

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

**Response:**

**Response:**

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.

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

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

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Code of ethics policy document	<a href="#">View Document</a>

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

**Response:**

**Response:**

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 sapplings 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. The College also observed the world Environment Day with the theme: "Only One Earth" for two days- which includes Tree Sappling plantation programme and a lecture on the

theme by our Principal on the 4 & 5 June, 2022 in the College.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

**Response:**

**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.

## 7.3 Institutional Distinctiveness

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

**Response:**

**Response:**

**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.

## 5. CONCLUSION

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### Additional Information :

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 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.

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### Concluding Remarks :

The College fraternity is working with all the available facilities towards the overall development of the College. The National Assessment and Accreditation Council (NAAC) has been an important catalyst for the progression of the College in all aspects, particularly in the areas of quality measures. The College was first accredited in the year 2012, to be the first College to be accredited by NAAC in the District of Churachandpur. Since then, the College has been experiencing changes in all aspects. The College is now undergoing the second cycle of NAAC assessment under the new process which has led the whole administration to adjust with all the technological inputs needed for the assessment. There are many areas where the College is still lacking and yet to improve. Lack of sufficient teaching faculty, office staff and a proper Librarian which in turn affects the student's interest is a big challenge that hampers for the speedy development of the College. Notwithstanding the problems and challenges all stakeholders of the College are committed to the development of the College and for the overall development of the learners. With the addition of two more Arts subjects – Sociology and Geography and Commerce Stream in the College in 2018 effectively, the rate of admissions of students has increased to a large extent.

The administration is working hard to introduce IGNOU study Centre in the College in near future. It is indeed the pride of Lamka College that although it is located in a rural/peripheral area of the town that it continues to serve the poor and weaker sections of the society. The fast developing private Colleges nearby has become a new challenge for a government College like us. Therefore, more efforts needs to be input both from the higher authority as well as from the real stakeholders of the College. To enlighten the society, we need first to enlighten every individual youths is the vision and mission that the College will keep on striving.