



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	THOUBAL COLLEGE
Name of the head of the Institution	O. Chaoba Devi
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03848222555
Mobile no.	8414015297
Registered Email	thoubalcollege@yahoo.com
Alternate Email	thoubalcollege@gmail.com
Address	Thoubal Wangmatataba
City/Town	Thoubal
State/UT	Manipur
Pincode	795138
<b>2. Institutional Status</b>	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. kh. JUGINDRO SINGH
Phone no/Alternate Phone no.	038348222555
Mobile no.	7005001510
Registered Email	drjugindrokh@gmail.com
Alternate Email	khjugindro1963@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://tblc.ac.in/">https://tblc.ac.in/</a>
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### 4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://tblc.ac.in/wp-content/uploads/2021/03/Academic-Calendar-2019-scaled.jpg">https://tblc.ac.in/wp-content/uploads/2021/03/Academic-Calendar-2019-scaled.jpg</a>
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### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.07	2015	14-Sep-2015	13-Sep-2020

### 6. Date of Establishment of IQAC

31-May-2013
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Actively involved in preparing DATA CAPTURE FORMAT which is publishe	25-May-2020 4	10

by Director University & Higher Education		
Worlds Aids Day	01-Dec-2019 1	110
Swachchata Hi Sewa	02-Oct-2019 1	138
Induction Programme	07-Jul-2019 2	200
Van Mahotsav Week	01-Jul-2019 7	200
International Yoga Day	21-Jun-2019 1	150
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	NA	Nil	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Induction Programme of newly admitted students 2. Analysis of Feedback collected from the previous students and computing suggestions to be submitted to the Principal 3.. Implementation of students mentoring systems 4. preparation for submission of AQAR of 20172018 and 20182019 5. Programme chokedout for EBSCB (Ek Bharat Chrechch Bharat

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

Plan of Action	Achievements/Outcomes
Promoting the online system of Teaching and Learning in the college	MOODLE Course was scheduled to be held in the month of May 2020 but fail due to covid-19 pandemic
Planned to organised Induction programme	Successfully conducted students Induction programme for new admitted students w.e.f. 8-10 July on themes: "Know your Department, faculty of your subjects, facilities available during the course and future prospects" resource person from Nagaland University
Plan to conduct Inter Manipur University College Sports Activities at the College	Successfully organised the Inter college Archery Tournament from 24-25 October 2019 and Thoubal College was the winner
To organise/observe National or International important days :	International Yoga Day Van Mahotsav Week Induction Programme Swachhta Hi Sewa Worlds Aids Day Pi-Day Ek Bharat Shreshtha Bharat Club National Science day
Planned to published Annual Report of the College, 2019-2020	Preparing
Initiate to increase the number of trades in B.Voc programmes under UGC at College.	Proposal was submitted at UGC and approved to opening Yoga Nature Cure in B.Voc by UGC and approved by MU vide Order No. 3/80/Vol.1/ 506, dated 8/01/2020
Prepare Academic Calendar	Prepared and Uploaded to the College website
Conversion of some class rooms for smart class room in order to provide ICT facilities to teachers and students	A proposal has submitted to purchase necessary equipments to the Principal and arranged for fulfillment by the Principal

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**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to**

Yes

<b>AISHE:</b>	
Year of Submission	2020
Date of Submission	19-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	No

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

The College is affiliated to the Manipur University, Canchipur and follows the curriculum and syllabi prescribed by the University. Manipur University provides Academic Calendar at the beginning of each academic year and the college slightly modified the holidays according to the local situation, like harvesting holydays. The College publishes a detailed prospectus that provides all necessary information about the College, faculty, staff, courses offer, fee structure, library facilities, hostel accommodation, merit awards etc. so that students are empowered to make informed choices. At the beginning of each academic session, the IQAC formulates the Academic Calendar of the college for timely implementation of the curriculum. The College starts with students counselling programmes to welcome the newly admitted students and to acquaint them the academic course and college activities, college rules etc are briefing on the day. At the beginning of each semester, Time Table Committee of the college prepares a timetable after the discussion with Heads of the entire department for successfully and timely implementation/completion of curriculum. Each department conducts departmental meetings where workload distribution among staff is prepared for the given timetable. Syllabus distribution among the faculty members of the departments are done in advance before the start of the semester classes. Every month, the heads of the departments informally discuss with the Principal about the progress of teaching and learning. The teachers use different methods such as lecture, discussion, home assignment, project work to make the curriculum soak into the students. Relevant texts and references are facilitated to the teachers and students through college library, departmental libraries, e-resources, disseminated through reprographic techniques and other measures. Conventional mode of lecture using smart board, white board, marker, maps, diagrams, charts and demonstrations are used for classroom teaching besides adherence to electronic gadgets to simplify explanations through audio-visual aids i.e., ICT enabled lectures are ensured. Devices like LCD projector, internet and e-library facility etc support the process. Subjects having practical component to the teaching-learning process, use well-equipped laboratories to conduct experiments. There is also provision for field visits, study tours and hands on training and industrial visits in some subjects as a part of experiential learning to make the students understand mo certain portions of the curriculum. Group discussions, projects works, class seminars, paper presentations, home assignments and encouraged to make the teaching of the curriculum more effective. For making teaching-learning process more effective, the programmes like group discussions on topics relevant to the curriculum, personality development, sporting events, cultural and literal activities, quizzes, career counselling, environmental protection and its awareness are conducted. The college conducts unit test,

home assignments and the pre-semester exam. The process is fruitful to improve the quality of teaching and learning process. The IQAC monitors the overall teaching and learning process by collecting the students' feedback regularly. Faculty members of the College are constantly encouraged to attend orientation programmes, refresher courses, seminars, conferences, workshops etc to update their knowledge. The institution actively participates in the course design. Not only Students of the College, surrounding youths has acquired the regular facilities of exercise in the fitness centre from this academic year.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Food Processing and Engineering	Food Processing	01/09/2019	3	Employ ability	Yes
Tourism Hospitality management	Tourism Hospitality management	01/09/2019	3	Employ ability	yes
Yoga Nature Cure	Yoga Nature Cure	08/01/2020	3	Employ ability	yes

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Yoga & nature Cure	08/01/2020
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Physics(Elective course since 1980)	30/06/1980
BSc	Chemistry (Elective course since 1982)	Nil
BSc	Botany (Elective course since 1982)	Nil
BSc	Zoology (Elective course since 1982)	Nil
BSc	Mathematics (Elective course since 1982)	Nil
BSc	Geology (Elective Subjects since 1982)	Nil
BSc	Computer Science since 2018	Nil
BA	Geography (Elective course since 1982)	Nil
BA	History (Elective course since 1982)	Nil

BA	Economics (Elective course since 1982)	Nil
BA	Education (Elective course since 1982)	Nil
BA	Political Science (Elective course since 1982)	Nil
BA	English (Elective course since 1982)	Nil
BA	Manipuri (Elective course since 1982)	Nil

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

	Certificate	Diploma Course
Number of Students	100	50

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NSS unit-3	03/07/2018	100
Van Mahotsav Week	01/07/2019	200
Induction Programme	18/07/2019	200
Yoga and Nature Cure Certificate Course	08/01/2020	25
Ek bharat Shreshta Bharat Club	28/02/2020	100
Workshop on Intensive Focused on Covid-19	06/11/2020	120
workshop on Intensive Care appropriate Behaviour on Covid -19	09/11/2020	150
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	26
BSc	Botany Field Project	38
BSc	Zoology Field Project	74
BSc	Geology Field Project	5
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No

Alumni	Yes
Parents	No

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

#### Feedback Obtained

The College prepared feedback every year after a minute discussion in the joint meeting of the IQAC, teachers and Alumni members. The models of the feedbacks are framed as suggested by the stakeholders, alumni members and parents are prepared by IQAC frames question based upon NAAC guidelines and makes requisite number of copies and distributes among the final year students, teachers, stakeholders, parents and alumni. Parents Feedbacks were collected during Teacher-Parents meeting, from alumni on the Annual Alumni meet and from teachers on the end of session. Regarding students feedback, each student is made to understand the meaning of the question and then is asked to assess properly assessment. Feedback analysis : The completed feedback questions are collected from students afterward compiled and analysed by the coordinator, IQAC. The analysis is placed in the meeting of IQAC meeting for further study for the welfare of the students, suggestions made by stakeholders, alumni members parents and teachers of the college. In the teacher-parents meeting, feedback sometimes is taken verbally and some parents submitted in written in the prescribe format. The IQAC after thorough analysis presents the report to the Principal for necessary action taken. The general suggestions about the college is summarized by the Heads of the department and submitted in the IQAC office. The IQAC coordinator categorizes the various areas viz. College cleanliness, canteen facility, hostel facility, cordiality of staff in college, placement activities etc. The suggestions given by the students are discussed in the meeting of the Internal Management Committee and actions to be taken are drafted. The recommendations are then forwarded to the Principal and discussed it in the College Development Committee. Action Taken Report: The suggestions received through the feedbacks submitted are promptly communicated to the members of various Board of Studies and committees of the college. Regarding Syllabus and curriculum of the students, since the college is affiliating to the university, it is to follow the syllabus framed by the university. However, some teachers are participating the preparation of syllabus invited by the University, some suggestions are introduced in the newly framed syllabus. The workload of Teachers imposed on the first semester was minimised and time table (Class Routine) for late classes for odd semesters are made one period earlier on the consecutive days. Proportionality between the course and the timetable was properly managed. As suggested by the Alumni, one hut for resting the students during off period and one garage (bike shade) for students has constructed and donated for the welfare of the students. As suggested by the alumni members and stakeholders to publish a Green Audit Report of the College, IQAC, Thoubal College in collaboration with Geography Department and Botany Department successfully published A Green Report of the College.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics(Hons)	35	22	18
BSc	Chemistry(Hons)	25	17	9



BSc	Botany(Hons)	35	50	43
BSc	Zoology(Hons)	65	70	61
BSc	Mathematics(Hons)	25	40	36
BA	English(Hons)	50	45	33
BA	Manipuri(Hons)	50	20	17
BA	Geography(Hons)	50	40	36
BA	Pol. Sc. (Hons)	75	70	52
BA	Education(Hons)	50	48	31
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1219	Nil	72	Nil	72

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
75	40	9	7	4	1
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The student mentoring system at Thoubal College is carried out at different levels and aims at addressing conflicts in attitudes, habits, and knowledge of the students towards learning practices. After first semester admissions are over, induction Programme is conducted. Every faculty in the department is assigned 17–18 students who mentor them. On the day of Induction Programme, students from both Arts and Science streams meetings are held to counsel any problems of the students – both personal and academic issues. The final semester students are also advised for competitive exams for higher studies along with proper career guidance. Reasonable numbers of students have secured admissions for their higher studies and they in turn guide their juniors for their prospective admissions. The department also counsels students of poor attendance/performance and corrective and preventive measures are suggested for further improvement. The College has appointed a counsellor on contractual basis for psychological healing and helps overcome issues related to student life. IQAC has organized Career counselling sessions with speakers from Industry, academia and alumni for final year students. The College has an Anti ragging Cell and Grievance Cell constituting 8 members each headed by College Principal as Chairperson to monitoring the students of the college. • to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self

exploration and familiarization among themselves. • To help fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life. • faculty members are encourage to make contact with students who are interested in their areas of Departmental picnics are held for some subjects and general touring program in order to guide the students in destination visits. • Departmental seminars and extension talk programmes are conducted under the supervision of faculty by using power points, to mentor students. • Personal counselling is the main role played by Faculty Mentor (FM). • FM shall certainly meet students of their batches in the first meeting, discuss general matters, and make them at ease. • Subsequently, they shall meet students after the 1st and 2nd semester examinations and discuss their performance and comfort level The college also published annually magazine and giving a chance to edit and print the ideas of the students. Dean of students grievance cell are also appointed from the faculty who can monitor students whenever their needed. The college also appointed one teacher who can guide students to access to different scholarships. Regular meetings are organized to guide them in their academic as well as personal difficulties

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1219	72	1:17

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	70	5	Nil	28

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	H. Manoranjan Sharma	Associate Professor	Certificate of Excellence in Peer-Reviewing
2020	S. Bidaswor Singh	Assistant Professor	Certificate of Excellence in Reviewing

[View File](#)

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	MATS	6 sem (Hons)	20/05/2019	10/07/2019
BA	EDN	6 sem (Hons)	20/05/2019	03/07/2019
BA	PSC	6 sem (Hons)	20/05/2019	02/07/2019
BA	GEG	6 sem (Hons)	20/05/2019	03/07/2019
BA	ENG	6 sem (Hons)	20/05/2019	04/07/2019
BSc	GEL	6 sem (Hons)	20/05/2019	01/07/2019
BSc	ZOO	6th sem	20/05/2019	09/07/2019

		(Hons)		
BSc	BOT	6th Sem(Hons)	20/05/2019	09/07/2019
BSc	CHM	6th sem (Hons)	20/05/2019	10/07/2019
BSc	PHY	6th Sem(Hons)	20/05/2019	11/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words) After getting the students in the new academic session, the College has framed significant reforms in Continuation Internal Evaluation System at the institution level to evaluate their respective subjects by way of holding Mid-Term Examinations, projects, Departmental seminars, group discussion and similar assessment is conducted to improve the academic performance of students. As the Academic performance, evaluation is an essential element of teaching and learning process the institution follows Continuous Internal Evaluation (CIE) System to assess all Evaluation Process for the students. Students are made aware of the evaluation process during the Induction Program, prior to the commencement of their course. Academic Calendar with tentative mid-term Exam dates will be given to the students at the beginning of every academic year. The institution conducts one internal examination follow the question models of the previous Manipur University Examinations question pattern. The absentee students in the Mid-Term examinations, another schedule of examination are organized only for absentee candidates. Progress report of the students are thoroughly discuss during the Parents-Teacher meeting conducted. The students for getting more alert in the University Examinations personally examine evaluated answer scripts and the same are kepts in the departments concerned. The parents will also able to see answer scripts and be made aware of the performance of their wards. Whenever, if there is necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the Remedial Classes conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews.

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

According to the exam schedule of the Manipur University (affiliated university), the college adjusts the academic calendar for the college mid-term examination and adds on courses. The academic calendar of the college is prepared well in advance of next academic session and displayed on notice board and also uploaded on college website for reference of the students, parents and staffs. It carries approximate schedules regarding admission process, teaching learning process, examination, evaluation, co-curricular activities of cultural department, sports Department, prize distribution function, extra-curricular activities of N.S.S., N.C.C. and college events to be organized and dates of holidays. The college follows its academic calendar for conducting mid-term examinations. In a true sense, Continuous Internal Evaluation (CIE) of the students is made by conducting unit test, tutorials, home assignments, are included in the academic calendar and they are implemented at the end of the semester. Some of the activities are intentionally organized for students to assess and upgrade their subject knowledge such as the group discussion, students seminar presentation on relevant topics as a part of Continuous Internal Evaluation (CIE). The examination committee of the college displays the time-table for college mid-term and evaluation procedure in the notice board well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of college mid-term and evaluation

process as in the academic calendar of the college as well as the additional tests. Only, the students who are absent for the college mid-term examination on valid grounds are allowed at a later date. The students seminar presentation and open book exams is conducted separately by the respective departments. As it is already mentioned field visit, study tours, industrial visit and project work is mandatory for some of the courses which help the student to sharpen their understanding of the topic. These are flexibly managed in the academic calendar. Some of the skills development courses like B. Voc course in Tourism and Hospitality Management, Yoga and Nature Cure, Food Processing and Engineering and Diploma Course in Food Preservation Technology are conducted and evaluated by third parties such as Classic Hotel, Imphal, Raj Medicity, North AOC, Thangjam Agro Industries, Imphal etc. This is also a part of CIE to realize the students their classroom syllabus.

## 2.6 – Student Performance and Learning Outcomes

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

<https://tblc.ac.in/wp-content/uploads/2021/05/Programme-merged.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	B.A(Hons)	187	174	93.04
UG	BSc	B.Sc(Hons)	182	150	82.4

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## 2.7 – Student Satisfaction Survey

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

<https://tblc.ac.in/wp-content/uploads/2021/05/STUDENTS-SATISFECTION-SURVEY-SSS-1.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	nil	0	0

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### 3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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Excellence in Reviewing	S. Bidyaswor Singh	Chemical Science International Journal	Nil	Journal
Excellence in Peer-Reviewing	H. Manoranjan Sharma	International Knowledge Press	Nil	Journal
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	4	0
National	Education	2	0
International	Physics	1	0
International	History	3	0
International	Chemistry	3	0
International	Statistics	1	0
<a href="#">View File</a>			

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

Department	Number of Publication
History	4
Geography	1
Botany	2
Geology	1
Education	1
<a href="#">View File</a>	

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

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NA	NA	NA	2020	0	NA	Nil
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	6	2	2
Attended/Seminars/Workshops	6	54	2	2
Resource persons	Nil	Nil	1	Nil
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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	NSS	40	110
Swachhta Hi Sewa	NSS/NCC	38	100
Worlds Aids Day	NSS/NCC	35	120
Ek bharat Shreshta Bharat Club	NSS	39	100
Azadi Ka Amrut Mahotsav	NSS	38	120
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil
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### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh ta Mission	Thoubal College	Renovation of Waste materials	48	138
Social Work	NSS Defence Union Club	Cleaning of Village Club Area	12	87
Ek Bharat Shreshtha Bharat	NSS/NCC	Essay GK Competition	40	86

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4500000	2498012

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Information System	Partially	2.3	2013

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20436	632213	300	5800	20736	638013
Journals	13	2600	2	300	15	2900
CD & Video	28	2100	2	200	30	2300
Reference Books	213	13400	5	2400	218	15800
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. S. Kiran Singh	SWAYAM	ARPIT online Course	30/03/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	87	1	1	1	0	11	24	100	0
Added	6	0	0	0	0	2	4	0	0
Total	93	1	1	1	0	13	28	100	0

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

100 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
whatsApp groups both teachers and students through mentor	<a href="#">no</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6000000	3700000	4500000	2498012

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

4.4.2 Thoubal College established on 8th August, 1963 as a night College The college has been upgrading its infrastructure during the last five years by new buildings and equipments. There is construction committee and this committee looks after for any type of requirements for maintenance and upkeep of infrastructure and equipments and also making proposal for construction of new structures. For the purchase of equipments, the respective departments give proposals for purchase through the Head of Departments to the Principal and the minute discussion with the purchase committee, the principal give orders to the Firms through the Department of University and Higher Education, Government of Manipur. The infrastructural amenities are timely upgraded and properly maintained. There is a Planning Committee constituted solely for this purpose. To meet the quality standards and needs, the IQAC as well as the College Council makes proposals for infrastructure development to the Planning Committee chaired by the Principal. New infrastructure is created and existing upgraded to enhance academic standards and increase efficiency for the welfare of the students. The institution has the following electricity gape up installations to provide the power of the institution. 1. Transformer a capacity of 200 KV, 2. Power generator-10 KV (For General Administration) 3. Power generator- 10 KV (For Institutional Bio Technology Hub) 4. Solar power-generates the offices of administrative section. The appointed electricians regularly check the voltage and power supply. The service of an electrician and a plumber is made available in the campus. CLASS ROOMS The old congested and stragglng classrooms are modernized with RCC and some classrooms are fitted with 3 Smart boards and 5 LCD projectors. The college has 30 classrooms with well modernized furniture in the Lab rooms. Maintenance of the classrooms including furniture, doors, windows and routine cleaning are conducted. COMPUTER The maintenance of computer hardware and software of the institute is carried out by third party experts through annual maintenance contracts (AMCs). Computers used in the institution are properly serviced and re-used after repair for the proper functioning of academic and non-academic purposes. Altogether, the institution has 93 computers excluding used in the departments. LABORATORY In general, before the starting of the new academic sessions, the Heads of various departments are informed by the principal to give a report on the working status of the equipment used in their departments. The equipments/ instruments are repaired by professionals and if necessary, replaced and kept ready for use before the commencement of the new academic session. Some of the members of the staff and laboratory assistants make the maintenance of the equipment in their laboratory and skilled technicians from outsides have serviced the major defective equipments. Purchase Committee calls for

quotations of the needy materials for the lab. Annual stock verification of chemicals and glassware are done promptly. A stock register is maintained in all departments to record all the laboratory equipments. SPORTS FACILITIES The department of physical education monitors the maintenance of sports equipments and service of sports facilities at least once a year. Professionals instructors are hired for special sports training and field maintenance. The equipments in fitness Centre are regularly serviced and new ones are purchased whenever required. LIBRARY Library is the sole of an educational institution and of this common sense. Unfortunately, the Librarian of the College was retired on superannuation and lying vacant. The Library is smoothly running with the help of an Assistant Professor taking in charge voluntarily over his normal duty. The college tries to initiates to fulfill the requirement and maintenance of the library facilities with the help of Principal of the College. At present, Library books of the institution are partially automated with Library Information System with 2.3 software

<https://tblc.ac.in/wp-content/uploads/2021/05/4.4.2-Procedures-and-policies-1.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Meritorious Awards	19	50000
Financial Support from Other Sources			
a) National	OBC, MOBC, ISHAN UDAY	434	5242100
b) International	NA	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	02/04/2020	10	Thoubal College
Yoga	08/01/2020	25	B.Voc

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NA	Nil	Nil	Nil	Nil

No file uploaded.

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

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

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.Sc	Maths	Manipur University	M.Sc. Maths
2019	4	B.SC	Comp. Sc	Manipur University	MCA
2019	2	B.SC	Statistics	Manipur University	Statistics
2019	3	B.SC	Physics	Manipur University	M.Sc. Physics
2019	2	B.SC	Chemistry	Manipur University	M.Sc Chemistry
2019	3	B.A	Education	Manipur University	M.A. Education
2019	1	B.SC	Zoology	Manipur University	Ph.D in Nematology
2020	1	BSc	Zoology	Manipur University	Ph.D in Paracitology
2020	2	B.Sc	Comp. Sc	Manipur University	MCA
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### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
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### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Archery Indian Round (M/W)	State	52
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold	National	1	Nil	AA 015397	L. Milan Singh
2019	Gold	National	1	Nil	AA015399	S. James
2019	Bronze	International	1	Nil	AD019003	Th. Heller Singh

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

The Student council in the college started since 1964-65 academic session and has been a representative structure through which students can be involved in the affairs of the college, working in partnership with the staff for the benefit of the institution and students. The college union is responsible for conducting various events like Foundation Day, fresher's day Annual sports meet, and so on. Another key duty is editing and publishing the annual college magazine. The chairperson of the college union is an integral part of IQAC committee, thus solidifying student's involvement. The Anti Ragging and grievance Cell has representatives of freshers and seniors to ensure cooperation and to abolish ragging in the college altogether. It is through the students' active involvement that the academic calendar is formulated along with the students representatives. The Thoubal College Students Union/representatives for the session 2019-2020 was constituted in the month of October 30th 2017, after a formal election with friendly contested. The new admission is over, students elect their own representatives through secret ballot on the date when the order issued by the Directorate of University Higher Education, Government of Manipur. Election is conducted with following the university and Government statute. Once election is over, elected representatives elect or select their office bearers. Principal is ex-officio president of the Students Union. The General Secretary of the students union is invited in several committees as members like Governing Body for the welfare of the students in the College. Whenever, there is any problem among the students, the students Union headed by Secretary general and his Union members tried to solve and if there is no way of amicable solution, the Chairperson and Vice Chairperson path the way for solution. Sometimes, attendance of the teachers and their class work absentees are complain to the Principal for necessary action. The Students Union representatives are invited at the TCTA General Body Meetings and teachers open their suggestions for the welfare of the College. The college Students Union of Thoubal College elected the following students as the office bearers of the College for the academic session 2019-2020. Office Bearers of Students' Union (2019-2020) Sl. No. Position Name of Student

Standard 1 General Secretary S. Boston Singh B.Sc 5th Sem 2 Finance Secretary Y. Malemnganba B.A. 5th Sem 3 Magazine Secretary Omila Yambem B.A. 5th Sem.. 4 Games Sport Secy S. Manja Singh B.A 3rd Sem 5 Social Culture Secy Y. Banker Singh B.A. 5th Sem. 6 Debate Extension Secy N. Sunil Singh B.A. 3rd Sem. 7 Boys Common Room Secy O. Mani Singh B.A 1st Sem. 8 Girls Common Room Secy L. Anjali Devi BA. 1st Sem. 9. Chairperson : O. Chaoba Devi (Principal) 10.Vice Chairperson : Dr. Kh.JugindroSingh (HoD, Geography)

## 5.4 – Alumni Engagement

### 5.4.1 – Whether the institution has registered Alumni Association?

Yes

Thoubal College is one of the oldest Government Colleges in Manipur, established on the 8th of August 1963. The college is now a full-fledged degree college affiliated to Manipur University, Imphal and approved under Section 2(f) and 12(b) of the UGC Act. With a long vision for imparting higher education to the progressive youths of the then Thoubal Division (now Thoubal District), the college was established as a Night-College. The alumni association of the institute is established in the academic year 2015-16, under Regd. No 7 of 2015-16 under Manipur Societies Registration Act-1989. Alumni are one of the main stakeholders of the College. Alumni association functions at each campus of the College. They contribute immensely by sharing their expertise in various ways like providing feedback on curriculum, delivering special lectures and motivating the students. The role of the alumni for the effective functioning of the College is as follows: 1. Facilitate mutual interaction among alumni members of the College 2. Keep them connected with the activities of the departments. 3. Provide continuous feedback on various activities of the department. 4. Participate in alumni meetings conducted at least once a year. The main objectives of the association are: 1. To encourage and nurture the interaction between Alumni and the institute benefited mutually to both. 2. To urge the Alumni to take interest in the process and development of the institute. 3. To guide the students of the Institute for professional development, higher education, and being good citizens. 4. To promote the formation of regional chapters to increase participation of Alumni 5. To organize and support recruitment activities for the students of the institute. 6. To boost the students of the Institute and Alumni members of the Association for research development work in various fields of Engineering. 7. To mentor students of the Institute on various professional careers available and support them through various activities such as workshops, expert advice, seminars, industrial visits, etc. 8. To provide financial support in terms of scholarships to students and Alumni of the Institute for the purpose of education and career. 9. To encourage students and Alumni for the development of their entrepreneurship skills and self-employment. Annual alumni meet is conducted every year on 8th August, the College Foundation Day. . Communication among the alumni is usually over telephonic contact/invitation. The department of physics is trying to launch a website of the Alumni Association, with details to become a member of the association, etc. Since 2015, 8th of August has been celebrated as alumni day which allowed the alumni to connect with old friends and remember the good old college days. The Institution organized an Alumni meet during the academic session 2018-19 and around 70 Alumni registered for the same. The Finance Officer, Manipur University who is also member of Governing Body of the College was the chief guest and the Principal Oriental College (Autonomous College) Imphal was the Guest of Honour, who is the Vice President of the Association. Alumni shared their experiences as students of college

### 5.4.2 – No. of enrolled Alumni:

70

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

50000

### 5.4.4 – Meetings/activities organized by Alumni Association :

Thoubal College has an active Alumni Association, Regd. No 7 of 2015-16 under

Manipur Societies Registration Act-1989, which strives to promote an enduring relationship between old students and their teachers. Total number of alumni as on 2019-2020 is 70. It facilitates and nurtures lasting friendships through annual meetings. It initiates steps to recognize the outstanding achievements, sponsor scholarships for deserving students, supports college authorities for the development of the college and organizes programmes of benefit to the students enrolled in the institution. Usually alumni are invited in meetings to exchange opinions and views on the infrastructure and learning resources. Their suggestions and views are given due importance. Moreover, in several programmes organized by the college, they are invited and they remain present in those programmes. Feedback from the Alumni is a key factor to paving the way for welfare of the College and in this contribution, alumni and institution has been continuing their good relation and contributing an amount of ₹ 60, 000 for the welfare of the parent college for part and partial construction that benefited to the students. The alumni members donate the Waiting Shed and Sitting garden chairs.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

Thoubal College, Thoubal has vision and mission, which are futuristic in nature. The Institution, under the supervision of the principal and supporting staffs believes in promoting a culture of delegation of powers through strategic policies headed by HoDs in the College. The Principal of Institute is assisted by HODs, Administrative Head and various cells/committees appointed by principal is the decision-making process of the Institute. College Principal is the head of the Institution faculty and staffs are assigned with the roles and responsibility to work in a harmonious environment with complete transparency. Deployment of the quality policy in the college is done by providing requisite academic infrastructure, learning environment and harmonious work culture after minute discussion of the meetings of teaching and non-teaching staffs. Student's surveys and feedback from all the stakeholders, teachers and parents plays vital role in framing and revising policies. Internal Quality Assurance cell (IQAC) formulates perspective plan taking into consideration inputs from all stakeholders. IQAC has a well-developed process to ensure quality benchmarks of academic and administrative activities in the College. The Institute maintained the culture of retention of Faculty and hence has an edge of senior and dedicated Faculty for realizing its Vision. The Institution policy believes involvement of all staff in decision making and implementing the decentralized decision policy. To streamline the same, various committees at Institute level are formed which look after academic and administrative activities, which lead to the realisation of vision and mission of the Institute. For decentralisation of power and function for smoothly administering the college for the welfare and development of the college, Principals have different committees to suggest him/her. Likewise, Heads of the Departments have been delegated the powers by the Principal to smoothly run the Department. The Building Committee comprising with members from faculty, architects, engineers, contractors and office staff to construct the building transparent and pertaining quality maintain. For decentralized the power and function of the College, there are 20 committees/Cells chaired and headed by principal of the College. 1. Admission Committee 2. Examination Committee 3. IQAC Committee 4. Research committee 5. Planning Committee 6. Publication Committee 7. Sports committee 8. Grievance Cell 9. Anti-Ragging Cell 10. Women Cell 11. Green Audit Committee 12. Election Committee 13. Annual Magazine publication Committee 14. Purchase Committee 15. Foundation Day Celebration Committee 16. Cultural Committee 17. Construction Committee for Women Hostel-

UGC 18. Construction Committee for Fitness-UGC 19. Infrastructure Construction Committee (RUSA) 20. Committee of Annual Debating Competition 21. Library committee 22. Routine Committee 23. College Disciplinary Committee 24. Budget Committee The college has three NSS Units, comprising of 300 volunteers. Out of these three units, one for 100 women volunteers and two hundred men for volunteers. There are one NCC cell enrolled 50 cadets. Participative managements of the College function and events are under the supervision of the concerned officers of NSS, NCC, Secretaries of Students Union, Thoubal College and teachers in charge.

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

No

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	As the Affiliating University framed the syllabus, collage teachers have a little chance to orient the curriculum development. Teachers were participated in syllabus restricting when the University invites. Two teachers were participated in BoS and Academic Council of Manipur University namely- Dr. Kh.Jugindro Singh, Associated Prof, HoD, Geography Dr. S. Kiran Singh, Assistant Prof of Education and Dr. N. Sharat Assistant Prof of Statistic Department.
Curriculum Development	Admissions to B.A courses are done on the mark basis but for B.Sc admission of students are on selection test, reservation seats for ST/SC/PWD/OBC, etc Selection procedure for Admissions to first semester both Arts and Science are done by the Directorate of University Higher Education, Manipur, after registration online.
Teaching and Learning	Workshops, Seminars interaction programmes, invited talks are conducted for the knowledge enhancement for teaching, non-teaching and students of the College. Industry interaction/collaboration and campus placement etc.
Examination and Evaluation	The college has sufficient textbooks for Arts and science subjects having journals, reference books, magazines, national and local newspapers including employment news. Xerox machines, computers and internet facilities through Nlist students can communicate knowledge related to library. The physical infrastructure caters to to diverse needs of each courses. LCD

	Projectors and Smart boards are installed in Class Rooms.
Research and Development	The college has a Research Committee, constituted eight members from different departments. Faculty members are inspired in various meetings to pursue research, publish papers, initiate for MRPs, paper presentation in seminars and conferences, attendance in seminars and inspired the faculty members for their research enrichment. The UGC sponsored B.Voc Courses on Yoga and Nature Cure from the academic session 2019-2020. For research and Development, the College conducted institutional and national level Seminars, workshops etc. Six teachers got research guide ship. Teachers presented and published national and International papers rather than attended institutional, state and international level conference, seminars and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	All year round, evaluation through midterm examinations, student seminars/ Power Point presentations keeps the students in touch with their subject. It also enhances and helps students grow in confidence for University examinations. Results of internal examinations are published through whatsapp/online and college notice Board. After the internal examinations are over, Parent-Teacher meetings are conducted and discussed for students who have low attendance, slow learners and those who have not performed well in college. After every examination, the answer scripts were valued and the corrections were personally explained to each student for more improvement.
Human Resource Management	Remedial classes conducted by the teachers provided help to slow learners. Special coaching classes are conducted to the advance learners. The college awarded incentive cash prize donated by donors to the highest mark scorer in the University final examinations. Experiential learning through field visits were regularly conducted for some practical involved subjects and annual excursion-internal/external for general students.

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

E-governance area	Details
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Examination	The College is affiliated to the Manipur University and the University fixes all Examination schedules. The University provides Admit Cards, Questions and all relevant materials to the College in time. The college has an Examination Committee that ensures smoothly to conduct of examinations.
Finance and Accounts	The College has a transparency for collection and deposit of enrolment fees from students. All type of fees, admission and Examination, deposits to Manipur University are done through NEFT that reduce the cash payment transaction. The College conducts regular audits towards accuracy in financial transaction. The accounts section maintains the Book of accounts properly which helps in auditing procedure. Preparation of pay bills management is available for salary dispersal among staff and faculty through computerise to the Treasury and transactions are done by employees and account payable.
Student Admission and Support	Admission to B.A/B.Sc courses offered by the College is manual and enrolments are sending to the University for Registration in case in case of First Semester.
Planning and Development	The institution is facilitated with campus area of 15 acres and sufficient buildings and feasible land for planning to be a modern degree College and opened P.G. courses in some subjects.
Administration	The college have a WhatsApp group and Information related to the college is communicated sent via email or SMS and college notice board.

### 6.3 – Faculty Empowerment Strategies

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

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

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

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	Awareness on TDS/TCS an initiative by TDS Wing, NER Resource person S. Sachidananda Singh, Income Tax Officer (TDS) Imphal, Manipur	Awareness on TDS/TCS an initiative by TDS Wing, NER Resource person S. Sachidananda Singh, Income Tax Officer (TDS) Imphal, Manipur	28/01/2020	28/01/2020	68	7

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
SWAYAM Exam	1	16/02/2020	16/02/2020	1
Refresher Courses	1	14/11/2019	27/11/2019	14
Refresher Courses	1	14/11/2019	27/11/2019	14
Refresher Course	1	10/01/2019	01/02/2020	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
General Provident Fund -Medical and Maternity Leave -Scheme of Pensions -NPS	General Provident Fund -Medical and Maternity Leave -Medical policy -Pension schemes	Scholarships for OBC, MOBC, SC/ST, ISHAN UDAY, NEC and meritorious cash prize awarded by the donors

## 6.4 – Financial Management and Resource Mobilization

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

**Internal Audits:** The institution has established mechanism for conducting internal and external audits for every financial year to ensure financial compliance in the institution. The internal audits are carried out by the IQAC whenever the institution has required. **External Audits:** An external auditor appointed by the parent trust executes the statutory audit. Statutory financial audit is conducted in two sessions, one in the month of October/November for the period of April to September and second in the month of April /May for the period of October to March. Finalization of the account is completed in June/July and duly signed by the Principal, and chartered accountant. Financial statements of all department s and college office are minutely examine by the Audit Team , AG, Manipur. No major objections are found in the audit by the statutory auditors and minor audit suggestions are compiled with as per procedure.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
1. individuals	84000	fund of the College
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

84000
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	A.G, Manipur	Yes	AG. Manipur
Administrative	Yes	A.G, Manipur	Yes	A.G, Manipur

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

1. Parents-Teachers meeting 2. Feedback Collection 3. Annual meet on 8th August

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

1. Conduct classes and departmental seminars 2. Sent to attend orientation, refresher courses, conferences, seminars etc., 3. Outing programme for sightseeing once in a year

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

1. ICT facilities have augmented for teaching learning 2. Dropout rates of students in the College is narrowed 3. student satisfaction survey is done

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC			participants
2019	Organised International Day of Yoga	21/06/2019	21/06/2019	21/06/2019	150
2019	Van Mahotsav Week	01/07/2019	01/07/2019	07/07/2019	200
2019	Students Induction Programme	18/07/2019	18/07/2019	26/07/2019	200
2019	Swachhta Hi Sewa	02/10/2019	02/10/2019	02/10/2019	138
2019	Worlds Aids Day	01/12/2019	01/12/2019	01/12/2019	110
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
<p>Percentage of power requirement of the University met by the renewable energy sources Alternate Energy initiatives Energy: 1. For energy conservation, all traditional tungsten bulbs are replaced with CFL bulbs and steps to convert them to convert into LED bulbs. Consistent use of compost pit (Zero waste campus). 2. Use of renewable energy, 1 KWP Solar Photo voltaic Power Plant installed on the rooftop of the main college building in association with Manipur Renewable Energy Development Agency (MANIREDA) Manipur West is presently being used for the outdoor lighting of our campus under the supervision of the Principal to meet the ever increasing demand of electricity in the college. 3. Alternative source of Power: 250 KVA generators (two numbers) one for general and another for Biotech hub. 4. Plan for Solar powered to the main office of the Principal and Examination cell of the college. Environmental Consciousness and Sustainability were organised as listed in 7.1.7</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Special skill development for differently abled students	Yes	1

Scribes for examination

No

Nil

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	01/07/2019	7	Van Mahotsav Week	Tree Plantation in the College campus and Thoubal Khunou Tribal Village	200
2019	1	1	02/10/2019	1	Swachhta Hi Sewa	Cleaning and awareness campaign to the Defence Club, Yairipok Village, Thoubal	138
2019	1	1	01/12/2019	1	World Aids Day	Awareness Programme with Relay	110
2020	1	1	28/02/2020	1	Ek Bharat Shrestha Bharat	to celebrate the unity of diversity of India, ii) to promote the spirit of national integration, iii) to showcase the rich heritage and culture	100

of  
diverse  
states  
and UTs,  
iv) to  
establish  
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	01/07/2019	<p>Thoubal College has formulated a Code of Conduct to improve the development of students, teachers and staffs and the institute as a whole by creating an effective teaching-learning atmosphere in the campus.</p> <p>It promotes the professional behaviour and academic integrity.</p> <p>The reputation of institute depends on the academic performance as well as on behaviour of the students, teachers and non-teaching staffs. Our Motto is to emerge as a Centre of Academic Excellence in creating and disseminating knowledge and providing students a unique learning experience. The purpose of this code of conduct is to make the students and teachers familiar about the rules and regulations of the institute and to progress towards the achievement of the mission and vision of the institute.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2019	21/06/2019	150

Van Mahotsav Week	01/07/2019	07/07/2019	200
Swachhta Hi Sewa	18/07/2019	26/07/2019	200
Ek bharat Shreshta Bharat Club	28/02/2020	28/02/2020	100
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(i) Department of Botany and College staff maintains Botanical Garden.
(ii) Regular Cleaning of Campus by NSS,NCC, Staff Teachers Solid Waste Management
(iii) Solar Energy Conservation
(iv) Rain Water Harvesting System
(v) Tobacco and pan Free Zone

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

7.2.1 - Describe at least two institutional best practices

1. Title of the Practice: Financial help to the Meritorious and poor students

2. Objectives: The goal of the college is the community development through the expansion of higher education. The college is situated in the semi-urban populated areas where higher education had not been enjoyed previously due to lack of access. Thoubal College promise to stand up-to the expectation of the community with all possible help and believes in "Miles to go before we sleep". During 1960s, there was a rapid increase of Matriculate students in and around Thoubal. Students who opted to continue higher studies went at night classes to Imphal College and Manipur College (25-30 km), hiring one bus and return back at round 10-11 pm were awesome. The expenditure such as college fees, bus fares and other personnel expenditure were a great burden, they could not stay at Imphal as they were engaged in the newly established schools, Government offices and cultivation works due to financial backwardness.

3. The Context: The large numbers of students come from the poor and middle class family whose income is very low. TCTA, Thoubal College, donors from faculty members, alumni and stakeholders. The Examination Committee selects after proper verification and with authentic proof these meritorious students. This becomes a challenging job and the college has to face great problems.

4. The Practice: This practice has been done from 2013-14 academic sessions, introduced by O. Chaoba Devi, Principal of the College forming a committee. The authority gives 4 students who getting ranks in the Manipur University B.A/B.Sc final Examinations and 14 highest mark scorers of the College in the same Examinations. In 2018-2019 session all sports students are given free admission as per Assam Govt. Schem. This year some students have received Govt. Scholarships (OBC MOBC, Post Metric, Central Sector).

5. Evidence of Success /Impact: This practice has made not only many students to join in the College after completion 102 from different Higher Secondary Schools but also financial support to the students.

6. Problems encountered and Resources required: Number of teachers is not proportional to the number of students as per University rule. Inadequate space and number of books and journals related to the subject. The meritorious students are leaving college before the completion of the courses for state/central government jobs. This is a challenging task and still great effort is necessary to give more support to the poor and meritorious students. In near future, we are also expecting the college as a Modern in Degree College in our District and then in future an Autonomous College as per New Education Policy. The college has been constantly pursuing a well - balanced growth

pattern in all academic atmospheres. To meet the requirements, the college needs sufficient funds from UGC and reliable sources. Best practice-II 1. Title of the Practice: Sports 2. Objectives: The most obvious objective of athletics is the development and maintenance of physical fitness. The student who participates in athletics will improve physically and mentally while learning activities that will maintain a high level of physical fitness. That is way, the College is entrusted the students who are very interested in sports. Though, the indigenous and the most popular traditional games include Sagol Kangjei, Thang-Ta Sarit Sarak, Khong Kangjei, Yubi Lakpi, Mukna, Hiyang Tannaba and Kang, the students are more interested in foothbal, Kho-Kho. Kabaddi, Archery etc because of the affiliated University organised National and International Level championships. Thoubal College has sufficient infrastructures for playing indoor games and sufficient field for playing outdoor sports events. The College hosted variable championships and won champion in Kabaddi, Chest, Volleyball, Javelin, Archery etc. The College products many National and International Players not only completed their courses. The following achievements are the proud of the College and amongst the best practices of the institution for the academic session 2019-2020.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

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

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words The education in Manipur started in the pre-colonial period, which gives more emphasis to the practical education than that of the theoretical knowledge. The capital Kangla was the centre for all literary was the main center of the intellectual life of the kingdom. In 1885, the then political Agents Sir James Johnstone at Imphal opened a Middle English school called Johnstone Middle English School with the permission of Maharaja Sir Chandra Kirti Singh K.C.S.I. Since then education in the state has been making gradual progress. D.M (Dhanamanjuri) College was the only college existed during the colonial Manipur. At that crucial juncture, the then pioneer/prominent figures, leaders, educationist, volunteers, social workers of Thoubal area, joining hands together with the help of the public established the Thoubal College, covering the whole Thoubal Division of the time, now Thoubal District. The Thoubal College opened on 8th August 1963, as night-shift, opening only the Pre-University (1 year) Course with ten subjects in Arts Stream only. The motto of the college is Learn, Transform, Serve. Vision of the College is To be a Leader in Education by Establishing Global Standard Education and World Class Pro-Active Educationists. The college takes all possible efforts to integrate cross-cutting issues into the Curriculum. The college believes that integrating cross cutting issues with the curriculum would create positive effect on the students both in terms of their education and in terms of societal commitment. The teachers use different methods such as lecture, discussion, home assignment to make the curriculum soak into the students. Relevant texts and references are facilitated to the teachers and students through college library, departmental libraries, e-resources. Conventional mode of lecture using smart board, white board, marker, maps, diagrams, charts and demonstrations are used for classroom teaching besides adherence to electronic gadgets to simplify explanations through audio-visual aids i.e., ICT enabled lectures are ensured. Devices like digital projector, internet and e-library facility etc support the process. Subjects having practical component to the teaching-learning process, use well-



equipped laboratories to conduct experiments and field visits. In this connection with modern quality teaching, the various departments of the college hold seminars and workshops on a regular basis every session. Students of the college are also made to present papers related to their subject. Syllabus based debates, quiz, and group discussions are conducted regularly. In each academic session, participative learning, problem solving methodologies and enhancing learning experiences of the students are also developed through their active participation in extra-curricular activities conducted by the college. The students of each department are carried out to enhance the experimental, participative and life skills of the students, besides updating the knowledge base of the students. Various competitions like literary, sports and cultural competitions etc were organized, social awareness programmes, and community services have been planned and executed. Special classes are conducted for slow learners. Meritorious students, minorities and economically backward students are encouraged with cash awards and scholarships. Regular and periodic counselling, remedial classes, tutorial, mentoring, career guidance etc are provided. National seminars, invited talks, programmes are provided for the students to excel in their academics. Add on and Certificate courses are conducted for the students to enable them to acquire additional knowledge and skills in different spheres of study. College library is partially automated and well equipped with a collection of textbooks, reference books journals, newspaper etc. N-List facility with large number of e-journals and e-books is open for students and teachers. Regular feedbacks for teachers from students, alumni, and stakeholders are collected for more visualised the teaching learning and peering the quality education in the institution. The college has been awarded the Best College in the North East Graduate Congress-2019 held at University of Science Technology, Meghalaya in association with Regional Institute of Science and Technology, 9th Mile during the 15th -17th February, 2019. The college has been approved by RUSA for up gradation to Model Degree College of the District by RUSA, Ministry of Human resource Development, GOI. In near future, we are also expecting the college as a Modern Degree College in our District and then in future an Autonomous College as per New Education Policy. The college has been constantly pursuing a well - balanced growth pattern in all academic atmospheres.

Provide the weblink of the institution

### **8.Future Plans of Actions for Next Academic Year**

8. THOUBAL COLLEGE, THOLBAL INTERNAL QUALITY ASSURANCE CELL FUTURE PLANS OF THE INSTITUTION FOR THE YEAR 2017-2018 FUTURE PLANT OF THE COLLEGE: The plans of the institution are Satisfying the educational needs of the society at large by making quality education easily accessible to one and be the products of the College a perfect citizen of the country. It also aims at maintaining the relevance of Humanities and Social Sciences in the present age of Science and Technology. The mission of the College is Introduction of graduate level Honours course in Computer Science. In view of the vast ground, pavilion and other infrastructure facilities coupled with the excellence of students on various levels, the college may moot a proposal for introduction of P.G. courses of Science and Arts subjects, which would be a value addition. In this regard, the college may think of collaborative arrangements with concerned authorities like Government and Manipur University. The Institution should endeavour to get projects/consultancy assignments, on remunerative basis to utilize the skills of the valued faculty members. By virtue of its rich heritage, the college with other institutes of Management deserves to apply for deemed university status. In view of the excellent performance of the students in the field of sports activities, the college may moot the proposal for having physical Education courses in performing sports to yield more career-oriented excellence in this

field. Placement and Career Counseling Cell to guide and train students for shaping their career should be further strengthened. Career oriented programs, coaching classes for competitive examinations and such other career development programs be introduced with the assistance from UGC. Proper standardization of formats of feedback from students for evaluating the teaching staff, evaluating the syllabus, on the expectations of extracurricular and co-curricular activities is essential. Workshop for students on skill development Programme Entire classroom furniture and other furniture are to be replaced with the new furniture to suit the needs of the day and keeping in view the future requirements. The institution is planning to install Smart boards benefited ICT facilities to students. Proper ramps and such other infrastructure facilities are to be provided to cause easy movement and access to the physically handicapped students. Keeping the disaster in view, proper care should be taken to preserve the rare books and invaluable manuscripts against such future occurrences like keeping the ground floor as reading and activity place and making the first floor as a place of stocking the books. Extension of Departmental Library. A separate system of cassettes/CDs and such other audio systems be arranged in the form of library facilities for the visually challenged students. The College must strive to increase the involvement of their alumni in developmental and student-oriented activities for the benefit of the students. To improve the slow learners extra classes will be continued as usual. Remedial Coaching Classes for competitive Examinations shall be introduced in the institution in collaboration with prominent coaching centers in India. The College is planning to organize more Seminars/Workshops on Use of ICT in Quality Teaching- Learning, Research Methodology Environment. Improvement and Extension of Library facility with special attention of e-information resource by purchasing CDs and DVDs. Construction of Students Union Rooms, one for women common room and one for boys common room at the suitable site in the college campus. The construction Committee of the College is planning to construct recreation huts inside the campus and one recreation room for women teachers. Renovation the water-harvesting pond of the college and underground water pump near Science Block. To enhance the number of smart class rooms in the next academic session. Prepare and publish yearly academic calendar, before the beginning of the academic year. Complete the conduct an Environmental Audit. Green Audit to be done by external expert team. Preparation of Parent-Teacher Association, Students Feedback, Academic Counseling.