

**THOUBAL COLLEGE, THOUBAL  
GOVERNMENT OF MANIPUR**

**Manipur – 795138**

**Website: [www.tbic.ac.in](http://www.tbic.ac.in)**

**Email: [thoubalcollege@yahoo.com](mailto:thoubalcollege@yahoo.com)**

**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**SUBMITTED TO**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)  
BANGALORE – 560072**



**2016-2017**

# Thoubal College, Thoubal AQAR, 2016-2017

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## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2016-2017

### 1. Details of the Institution

1.1 Name of the Institution

THOUBAL COLLEGE, THOUBAL

1.2 Address Line 1

INDO-MYANMAR ROAD

Address Line 2

THOUBAL WANGMATABA

City/Town

THOUBAL

State

MANIPUR

Pin Code

795138

Institution e-mail address

thoubalcollege@yahoo.com

Contact Nos.

03848-222555

Name of the Head of the Institution:

O. CHAOBA DEVI

Tel. No. with STD Code:

03848-222555

Mobile:

8414015297

Name of the IQAC Co-ordinator:

Dr. Kh. Jugindro Singh

Mobile:

9862029608

# Thoubal College, Thoubal AQAR, 2016-2017

IQAC e-mail address:

**thoubalcollege@yahoo.com**

Website

**www.tbl.ac.in**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

**MNCOGN17356**

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

**www.tbtc.ac.in**

Web-link of the AQAR:

**www.thoubalcollege.org/AQAR2016-17.doc**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2015-16.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	"B"	2.07	14.09.2015	5 years
2	2 <sup>nd</sup> Cycle	NIL	NIL	NIL	NIL
3	3 <sup>rd</sup> Cycle	NIL	NIL	NIL	NIL
4	4 <sup>th</sup> Cycle	NIL	NIL	NIL	NIL

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

**02.05.2013**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR - 2014-15 (Submitted on: 13-09-2016
- ii. AQAR - 2015-16 (Submitted on: 13-09-2017
- iii. AQAR - 2016-17 (Submitted on : 05-03-2019
- iv. AQAR -

1.9 Institutional Status

University      State       Central       Deemed       Private     

Affiliated College      Yes  No

Constituent College      Yes  No

Autonomous college of UGC      Yes  No

Regulatory Agency approved Institution Yes  No   
(e. g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution      Co-education       Men       Women

Urban       Rural       Tribal

## Thoubal College, Thoubal AQAR, 2016-2017

Financial Status      Grant-in-aid          UGC 2(f)       UGC 12B      
 Grant-in-aid + Self Financing       Totally Self-financing

1.10 Type of Faculty/Programme

Arts       Science       Commerce       Law       PEI (Phys. Edn.)   
 TEI (Edn)       Engineering       Health Science       Management

Others (Specify):

Voc. in 1. Food Processing and Engineering.  
 2. Tourism & Hospitality Management Under UGC sponsorship.

1.11 Name of the Affiliating University (*for the Colleges*)

Manipur University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NO	UGC-CPE	NO	
University with Potential for Excellence	No			
DST Star Scheme	NO	UGC-CE	NO	
UGC-Special Assistance Programme	NO	DST-FIST	NO	
UGC-Innovative PG programmes	NO	Any other ( <i>Specify</i> )	DST- Biotech-Hub	
UGC-COP Programmes	✓			

**2. IQAC Composition and Activities**

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and Community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	3

## Thoubal College, Thoubal AQAR, 2016-2017

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

Seminar:	Theme	Level	Date
1.	One-Day Seminar on Statistics Day, 2016	Institutional	29th June 2016
2.	Population Issues in North East India	Investing in teenage girls'	State Level 11th July 2016
3.	One-day seminar on Application of Statistical Method in Social Science Research	State Level	29th June 2017
<b>Workshops/Camps:</b>			
1.	A Three Day Pickle Making Training	Trained the B. Voc (Food processing) & general Students to make food items	Institutional April 16-18, 2017
2.	Two- Day State Level Food Mela	Expose the skill and entrepreneurs in making of foods	State Level 17 -18 April 2017
3.	Three-Day workshop on needs of Information Technology		State Level 8-10 June 2017
	27th April - 3rd May, 2017: NSS Special Camping Programme	"Environment including preservation of natural resources and conservation of cultural and historical heritage".	
<b>Others (functions &amp; Celebrations/ Camps)</b>			
1.	53 <sup>rd</sup> College Foundation Day		<b>8<sup>th</sup> August 2016,</b>
2.	Patriots' Day Celebration		13 <sup>th</sup> August, 2016
	Independence Day Celebration		15 <sup>th</sup> August:
	Three-Day Workshop on Information Technology (IT) in Higher Education		The June 8-10, 2017:
	A Eleven Day Yoga Training Programme in conjunction with the 3 <sup>rd</sup> International Yoga Day, 21 <sup>st</sup> June, 2017		11-21 <sup>st</sup> June, 2017:

2.14 Significant Activities and contributions made by IQAC

It facilitates share of resources in skill development courses. The IQAC organised a two-day State Level Food Mela during 17 -18 April 2017, which was the first kind in the state of Manipur. It also encourages the students of the college to participate State Mela in Sangai Festival held in November 2017.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

## Thoubal College, Thoubal AQAR, 2016-2017

SL. No	Plan of Action	Achievements
1.	To organise more National Seminars/Workshop	Achieve
2.	To organise more environmental protection programme, specially tree plantation	Achieve
3.	To procure of additional books and journals	Achieve
4.	Encouraging faculty members to approach funding agencies for more research projects	Achieve
5.	Quality improvement of administrations as well as faculty members	Conducted Computer Training Programme

Attach the Academic Calendar of the year as Annexure. (Enclosed the College Academic Calendar of the year 2016-17)

2.16 Whether the AQAR was placed in statutory body    Yes     No   
    Management     Syndicate     Any other body

Provide the details of the action taken

The AQAR was approved by Planning Board of the College before submitting to NAAC

### Part – B

#### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	03	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	02	02	NIL	02
Diploma	02	00	00	00
Certificate	02	00	00	00
Others		00	00	00
<b>Total</b>	09	02	NIL	02
Interdisciplinary	00	00	00	00
Innovative		00	00	00

##### 1.2 (i) Flexibility of the Curriculum:

- a) For U.G courses of B.A/ B. Sc Programme- Combination of Electives subjects are given option as per University rules at 1<sup>st</sup> Semester which shall be continued up to 4<sup>th</sup> Semester and Honours subjects in the 5<sup>th</sup> Semester shall be one of the subjects offer in the previous Semester.
- b) For B. Voc. Degree Programme- Credit System is provided multiple Exit and Entry points for Vertical and horizontal mobility

##### (ii) Pattern of programmes:

a) For UG Courses of B. A/ B. Sc.

Semester	Duration	Award
1 <sup>st</sup> & 2 <sup>nd</sup> Semester	1yr	B.A/ B. Sc 1 <sup>st</sup> yr
3 <sup>rd</sup> & 4 <sup>th</sup> Semester	1yrs	B.A/ B. Sc 2 <sup>nd</sup> yr
5 <sup>th</sup> & 6 <sup>th</sup> Semester	1yrs	B.A/B. Sc 3 <sup>rd</sup> yr (Hons)
Total: 1 <sup>st</sup> -6 <sup>th</sup> Semester	3 years	

b) For B.Voc Degree programme

Semester	Duration	NSQF Level	Award
1 <sup>st</sup> & 2 <sup>nd</sup> Semester	1yr	5	Diploma
2 <sup>nd</sup> & 4 <sup>th</sup> Semester	2yrs	6	Advance Diploma
5 <sup>th</sup> & 6 <sup>th</sup> Semester	3yrs	7	Degree in Vocational

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure:

Enclosed as Annexure I is the format for the feedback administered to the students of UG courses

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Diploma course in Fruit preservation technology under RUSA-scheme

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	B.Voc	Others Guest/Contract
63	34	29	Nil	6	3

2.2 No. of permanent faculty with Ph.D.

24

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil		Nil		Nil				00	

2.4 No. of Guest and Visiting faculty and Temporary faculty

03 00 00

## Thoubal College, Thoubal AQAR, 2016-2017

### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	11	134
Presented papers	04	01	14
Resource Persons	00	01	04

### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Healthy interaction between students and faculty beyond classroom as well as curriculum
- Wi-Fi enabled campus
- PowerPoint presentation to Hons Classes
- Group discussions on Problem based on leading practices
- Outside classroom activities for vocational course students to industry partners for destination visits and internship
- Meritorious award for 6<sup>th</sup> Semester students
- Hands on programmes on popularization of some sophisticated instruments in the Institutional Biotech Hub.

### 2.7 Total No. of actual teaching days during this academic year

195

### 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example; University Semester Examinations, Mid-term Examination, and Multiple Choice Questions)

- Regular weekly tutorials are conducted
- Paper presentation and seminars by the Hons Students of every Department
- Mid- Term semester expands are conducted for every Semester
- Continuous question and answer for every department before every semester examinations.

### 2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1

### 2.10 Average percentage of attendance of students

88%

### 2.11 Course/Programme wise distribution of pass percentage: for the Session 2016-17

Sc/ B.A 6th Semester 2016-17 <u>Title of the Programme</u>	Total no. of students appeared	Division					
		Distinction/ Position	I	II	III	Total	Pass %
SCIENCE							
Physics.	42	01 (7 <sup>th</sup> position)	09	10	11	31	73.8
Chemistry	17	00	02	00	00	02	11.8
Botany	50	00	07	27	11	45	90.0
Zoology	60	00	00	03	47	50	83.3
Geology	14	00	00	06	03	09	64.3
Statistics	16	00	00	05	05	10	62.5
Geography	NA	NA	NA	NA	NA	NA	NA



## Thoubal College, Thoubal AQAR, 2016-2017

Mathematics	28	00	01	09	09	19	67.6
Total:	227	01	19	60	86	166	56.7%
ARTS							
History	04	00	00	01	02	03	75.0
Political Science	71	00	00	16	44	60	84.5
Education	37	00	00	19	14	33	89.2
English	38	00	00	22	06	28	73.7
Manipuri	20	00	00	06	05	11	55.0
Economics	33	00	00	06	06	12	36.4
Mathematics	09	00	00	06	01	07	77.8
Geography	47	00	11	22	12	45	95.7
Total:	259	00	11	98	90	199	73.35%

### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning Processes:

IQAC with the help of Examination cell and others;

- Conduct Academic Audit for the academic session
- Conduct Departmental seminars of the students
- Review of teaching-learning processes at the end of every semesters
- Soliciting and incorporating feedbacks from students on the completion of Syllabi.
- Conduct Remedial Coaching classes-prepare for slow learners.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programme</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	00
HRD Programme	00
Orientation programme	01
Faculty exchange programme	01
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	01
Others	00

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	14	Nil	Nil
Technical Staff	04	10	Nil	Nil

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC-Thoubal College conducted regular meetings with Research Committee
- Provides general information on various schemes of Research under UGC, DST, DBT, ICSSR etc.
- Suggests faculty members for conducting workshop/ seminars/ conferences at college, state, national and institutional levels
- Makes mandatory for all Investigators of Minor/ Major Research Projects to present paper(s) in the Seminar/ Conferences conducted at the college
- Suggest all Investigators of Minor/ Major Research Projects conducted in the college to publish research findings as original article in UGC approved Journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	00	00	02
Outlay in Rs. Lakh	500000/-	00	00	00

3.3 Details regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05	06	Nil	Nil
Outlay in Rs. Lakhs			24,47,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	01	Nil
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	01	ICSSR	00	00
Minor Projects	07	UGC, NERO, GTY	11,76,000	11,76,000
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
<b>Total</b>			<b>11,76,000</b>	<b>11,76,000</b>

## Thoubal College, Thoubal AQAR, 2016-2017

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books   
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NIL

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges: Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	02	0	0
Sponsoring agencies	0	0	1). Directorate of Hr. Edn, Manipur 2). Directorate of Hr. Edn, Manipur	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

## Thoubal College, Thoubal AQAR, 2016-2017

3.21 No. of students Participated in NSS events:

College level	180	State level	180
National level	150	International level	0

3.22 Number of students participated in NCC events:

College level	75	State level	65
National level	70	International level	0

3.23 Number of Awards won in NSS:

College level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized:

University forum		College forum	
NCC	05	NSS	10
Any other			

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility apart from academic activities, the college performed:

Date	Activities
11 <sup>th</sup> July, 2016	<ul style="list-style-type: none"> <li>• One Day Seminar on Population Issues in NE India in conjunction with World Population Day, 2016</li> </ul>
15 <sup>th</sup> Aug., 2016	<ul style="list-style-type: none"> <li>• Celebrated Independence Day</li> </ul>
5 <sup>th</sup> Sept., 2016	<ul style="list-style-type: none"> <li>• Teachers' Day Celebration</li> </ul>
16 <sup>th</sup> -18 <sup>th</sup> Apr., 2017	<ul style="list-style-type: none"> <li>• Pickle making Training</li> </ul>
17 <sup>th</sup> -18 <sup>th</sup> Apr., 2017	<ul style="list-style-type: none"> <li>• State Level Food Mela (First kind in Manipur)</li> </ul>
23rd April, 2017	<ul style="list-style-type: none"> <li>• NSS and NCC students participated Blood Donation Camp held on 'Khongjom Day', The Patriots' Day on at Khongjom, Thoubal District</li> </ul>
27 <sup>th</sup> Apr.,- 3 <sup>rd</sup> May, 2017	<ul style="list-style-type: none"> <li>• NSS Special Camping Programme</li> </ul>
8-10 <sup>th</sup> June, 2017	<ul style="list-style-type: none"> <li>• 3-Day State Level Workshop on Information Technology in Hr. Edn.</li> </ul>
11-20 <sup>th</sup> June, 2017	<ul style="list-style-type: none"> <li>• Yoga Training Programme conducted in collaboration with SDM College of Naturopathic &amp; Yoga Sciences, Ujare, Karnataka sponsored by Central Council of Research in Yoga &amp; Naturopathy, Ministry of Ayush, Government of India.</li> </ul>
21 <sup>st</sup> June, 2017	<ul style="list-style-type: none"> <li>• Observation of International Yoga Day</li> </ul>
29 <sup>th</sup> June, 2017	<ul style="list-style-type: none"> <li>• National Statistics Day. On this day, a One-Day Seminar on applications of statistical methods in Social Science Research sponsored by Directorate of University &amp; Higher Education, Govt of Manipur</li> </ul>

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15 acres			15 acres
Class rooms	26	04	State Govt.	30
Laboratories	26	01	State Govt.	22
Seminar Halls	02	01	UGC	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	08	11	UGC	19
Value of the equipment purchased during the year (Rs. in Lakhs)	---	2061830	State Govt.	
Others:		244950	UGC & College	
Lavatories	06	00		06
Shades	03	00	College	03
Botanical Garden	02	00	College	20

4.2 Computerization of administration and library

<p><b><u>Admission Processes:</u></b></p> <ul style="list-style-type: none"> <li>➤ Online application as well as normal is opened</li> </ul> <p><b><u>Registration of Admission:</u></b></p> <ul style="list-style-type: none"> <li>➤ After Entrance test, qualifying students are notified through notice board and admission continuous.</li> </ul> <p><b><u>Examination Processes:</u></b></p> <ul style="list-style-type: none"> <li>➤ Mid-term Examination of the college: At the end of ten weeks each, Mid-term exam of the college</li> </ul> <p><b><u>Semester- End exam:</u></b></p> <ul style="list-style-type: none"> <li>➤ Registration for form done through computer work by exam cell of the college</li> </ul> <p><b><u>Pay &amp; Accounts:</u></b></p> <ul style="list-style-type: none"> <li>➤ Annual Accounts, Monthly Salaries, Provident Funds, Arrear Bills, Income tax uploads have been computerised through administration office.</li> </ul> <p><b><u>IQAC:</u></b></p> <ul style="list-style-type: none"> <li>➤ All official documents of NAAC, UGC, are prepared and uploaded/downloaded through inter &amp; Intranet activities.</li> <li>➤ Library Automats Partially done and CCTV Camera are installed. Library is promoted one Xerox machine</li> </ul>
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19,466	6,18,333				
Reference Books	208	1,000.00	-			
e-Books	INFLIBNET membership					
Journals	88	23,072				
e-Journals	INFLIBNET membership					
Digital Database	-	-				
CD & Video	12					
Others(specify)Local & National Newspapers	4	19.00				

## Thoubal College, Thoubal AQAR, 2016-2017

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Other s
Existing	55	02	--	01	00	05	18	06
Added	04	02	-	00	00	00	00	00
<b>Total</b>	<b>59</b>	<b>25</b>	<b>-</b>	<b>01</b>	<b>00</b>	<b>05</b>	<b>18</b>	<b>06</b>

### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

01
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### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.74405
ii) Campus Infrastructure and facilities	Rs.127705
iii) Equipments	Rs.941830
iv) Others	Rs. 2553085
<b>Total:</b>	<b>Rs.3697025</b>

### Criterion – V

#### 5. Student Support and Progression

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC - opened one Scholarship Cell in the College for information to students about Scholarship
- IQAC - actively organised to increase the number of cash awards to the Meritorious Students of the College.
- IQAC – timely inform college administration, the existing various scholarship scheme of students.
- Appointed one Nodal Officer to motivate and increase the number of Meritorious Awards provided to the students.

##### 5.2 Efforts made by the institution for tracking the progression

Alumni database has been initiated to capture the relevant information.  
College office has developed a process to track the outgoing student's data.

##### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2017	NA	NA	NII

##### (b) No. of students outside the state

0

## Thoubal College, Thoubal AQAR, 2016-2017

(c) No. of international students

0

No	%
00	00

Men

No	%
00	00

Women

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
720	06	04	1286	-	2016		06	22			

Demand ratio

Dropout %

1.13

(Drop-out rate: % of students failing to complete a particular school or College).

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Remedial coaching classes are conducted for students to appear various competitive examinations of PG, TET etc.

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations: No Record submitted to the college.

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	00

5.6 Details of student counselling and career guidance

College Career Guidance cell organised workshop to prepare the student for admission and job fair after the completion of Degree Courses.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

A Women grievance Cell is opened in the college and celebrates the International Women's day on 8<sup>th</sup> March 2016 organized awareness programme.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	2000x10=20000
Financial support from government	1. State Merit Scholarship: 5 2. State Merit Scholarship (Post Metric): 2 3. Dept. of Sc. & Tech ( Inspired Programme): 4 4. MOBC : 13 5. Mo Minority Affairs, Govt. of Manipur: 02 @ Rs. 4,500	No data for the amounts received by students as DBT to their accounts
Financial support from other sources	1. ISHAN UDAY 110 2. S.R Jindal Scholarship: 73 @ Rs. 4,800 2. National Scholarship: 2 @ Rs. 4,500 3. National Scholarship (Graduate Level)	
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs: State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

1. Tree plantation; planting more trees along roadside.
2. Keeping the surrounding clean
3. Field survey by students regarding Population Survey

5.13 Major grievances of students (if any) redressed:

- Toilets for girls' – specially arrange 2 (two)
- Reference books at Library - 1 Copier (Xerox –machine) is installed at library on demand of students
- Lack of transport System- approached the higher Authority to supply some buses-but not yet.



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** To be a leader in education by establishing global standard and world Class pro—active educationists.

**Mission:**

- To develop and create a unique College for quality college
- To impart a highly innovative and need based education to the students.
- To expand the horizon of knowledge through academic contribution with the help of qualified teachers and renowned associates
- To serve the community by graduating students with standard and ethics to face competitions and challenges in the new era

#### 6.2 Does the Institution has a management Information System

Yes, Through the MIS – Web based, data being collected, Parameter/information of students, Teachers, enrolment programme, examination results etc.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

For General Courses of B. A./B. Sc. The college acts as per the Manipur University guidelines.  
For B. Voc. Courses, the college took active part in curriculum development of Vocational Courses/Alignment with two pieces of SSC etc.

##### 6.3.2 Teaching and Learning

To improve Teaching & Learning processes:

- Constant Notifications of protocols to each students regarding permissible limits of attendance as per University rules.
- Continuous monitoring of teachers attendance as UGC rules
- Provides departmental libraries for each subjects
- Remedial coaching for communication skill, computer literacy and for entrance test to PG admission
- Leadership training through regular camps of NSS
- NCC cadets are continuous permitted to join NCC camps at various places.

##### 5.3.3 Examination and Evaluation

Examination and Evaluation are completely done by the University.

- ❖ Examination committee to ensure smooth conduct of University Examinations
- ❖ Practical Examinations for Practical involved Subjects are conducted with Internal Examiners (from the College) and External Examiners (from other Colleges/affiliated University)are appointed by the Controller, Manipur University.

6.3.4 Research and Development

- The college has a research committee which guides/motivates teaching staff-old and new recruits
- Department of physics & statistics has established dedicated research facilities
- College library has provided INFLIBNET access to e-mail.
- Guidance two students for presentation seminar paper/poster presentation at conference/symposia
- Institutional Biotech-hub –Lab organised hands on training for Honours students of Zoology, Botany etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is well equipped, installed CCTV camera and Xerox machines are provided  
For Infrastructure:

- Some class rooms are repair and renovated, ICT-repairing done.
- Power point teaching in the class, overhead projector, LCD Projectors are also
- Toilets for boys' & girls' are repaired.
- Botanical Garden
- Rain Water Harvesting is done
- All departments are provided computers-WI-FI connection
- Examination Cells, IQAC office rooms are provided solar power supplied.

6.3.6 Human Resource Management

- Principal adheres strictly to the disciplines of students inside campus and also prepare Reports of employees in facilities of library & Wi-Fi to all departments.

6.3.7 Faculty and Staff recruitment

New appoint of 2 (two) guest faculties at B.Voc. Degree Courses in core subjects  
Technical staff on contract/engage basis are recruited for some Science Departments.

6.3.8 Industry Interaction / Collaboration

- The college has an MoU with Biotech Consortium of India GOI, collaborated to undergo research work with University Science Centre, Guwahati University
- For vocational courses the college has collaboration with industry partners like:
  - i) Babina Health Care & Hospitality Management, Manipur
  - ii) Raj Polytechnic Hospital, Imphal
  - iii) Thangjam Agro Industries Pvt. Ltd,
  - iv) Kangla Foods Products Pvt. Ltd.
  - v) Meira Foods, Imphal
  - vi) YVU Milk Producer Company Ltd.
- Students are sent for more than one month on Hands on train to the industries.
- Destination visit of students of Tourism & hospitalities are maintained to import tourist sites of Manipur.

## Thoubal College, Thoubal AQAR, 2016-2017

### 6.3.9 Admission of Students

1. Admission committee are newly constituted.
2. Admission notices are done through local newspaper, Print media, website of the college.
3. Selection of students is done through Entrance Test.

### 6.4 Welfare Schemes for

Teaching	- Salary is regularly paid in the 1 <sup>st</sup> week of every month. - Outing programme is being organised every year in which various welfare programmes/ policies of the teachers are discussed there. - Leave on duty for attending workshop, seminars, conferences etc.
Non- teaching	- Salary is regularly availed in the 1 <sup>st</sup> week of every month.
Students	- Introduced cash award of Rs 2,000/- (Rupees two thousand) with citation to the highest mark scorer and Rs. 5000/- (Rupees five thousands) to the Rank Holders of the College in the Manipur University Examinations. - Health and Sanitation Programme are regularly conducted with Medical Departments. - Admission fees exempted to the differently able students - Financial assistance to external and internal excursions of the college

### 5.4 Total corpus fund generated

- One acre of agricultural field in the college campus is rented and can earn a sum of Rs.10000/ in a year
- Water harvesting tank of the college is used for fish culture and can generate Rs.3000/- to Rs.4000/- annually.

6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Director of University & Govt of Manipur	Yes	IQAC & Exam. Committee,
Administrative	Yes	AG Manipur,	No	No

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes    Yes  **No**    No  -

For PG Programmes    Yes  -    No  --

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

For the academic session 2016-17, no reforms made by the University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Quarterly regular Interaction meeting with:

1. Teaching & non-teaching staffs of the college with Alumni Assn. and
2. Students for the quality enhancements of the college
3. A General Body Meeting of the Alumni association was held and resolved unanimously extend the tenure of office bearers for another two years.

6.12 Activities and support from the Parent – Teacher Association

- Joint meetings of Parent-Teacher are being conducted at the beginning of the Academic session to improve the attendance of the students as well as their moral characters and shortage of infrastructure of the college.
- Parents of slow-learners are called in the meeting after the results of Mid-Term Examination at College Level for making strategies for improvement of their wards.

6.13 Development programmes for support staff

- Special arrangement for support staffs to undergo computer and IT training programme, preparation of salary bills through computer.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- ❖ Most of the college campus is made pedestrian acquaintance as well as biking trails. Installation of solar panels to office room.
- ❖ Conservation of water and electricity.
- ❖ Plants more trees
- ❖ Preservation of Botanical Garden as Evergreen.
- ❖ Some areas of college campus are used for paddy plantation to generate income of the college. It makes greener seeing.
- ❖ Every incoming fresh student is encouraged to join “Go Green Orientation”.

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Activity	Impact
1. The college has setup two Smart Class Rooms, projectors, Audio-visual technology and internet to make teaching and learning more effective.	Each department is given a time slots as per its requirements and each faculty member is required to deliver at least one lecture in a week in the smart class room by preparing a presentation. This makes the teaching more effective.
2. Students giving Power Point presentations on a particular topic the syllabus.	It develops competitive spirit among students and they give better presentations. Students taking keen interest in the topic and learning is more effective.
3. Green Audit Committee is actively working in the college. Students are motivated to join the action.	Reduce energy consumption process of accessing environmental hazards. Final year students of B. Sc. Botany & Chemistry are compulsorily participated in making Green Audit Report

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- ❖ Installation of CCTV camera to library
  - ❖ Assessment of skill component of B. Voc. Component by Sector Skill Council in time.
  - ❖ Proposal of construction of Fitness Centre under Sports Infrastructure Development of UGC has been approved by UGC-NERO.
  - ❖ Perspective Plan of the college under RUSA has been approved for Infrastructure and Vocationalisation.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Maintained a uniform dress code for students of B.A. & B. Sc. And other different code for Vocational Students. For secretaries of Students' Union maintained a different dress.
  2. Conduct of seminars for students of each subject and publication of the selected papers in the interest of the students..

***\*Provide the details in annexure (annexure need to be numbered as (i, ii, iii)***

7.4 Contribution to environmental awareness / protection

1. For energy conservation all traditional tungsten bulbs are replaced with CFL bulbs and steps to convert them to convert into LED bulbs.
  2. Use of renewable energy installation of power to the IQAC & Examination Hall and office building.
  3. Rain Harvesting-Rain water from the college building is collected from the roofs of the college and stock into the college pond.
  4. Plan for Solar powered to Computer Department.

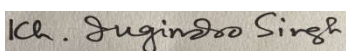
7.5 Whether environmental audit was conducted?    Yes     No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

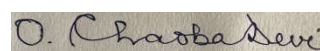
<p><b>Strength:</b></p> <ul style="list-style-type: none"><li>➤ College has sufficient infrastructure like class rooms, Science and Computer Labs and also research laboratory facilities and extensive land for further improvement of the college.</li><li>➤ Increase of students Enrolment in the College.</li></ul> <p><b>Weakness:</b></p> <ul style="list-style-type: none"><li>➤ Shortages of teaching and non- teaching staff, incompleteness of college fencing, limited modernized class rooms with ICT facilities; lack of modern library building, no placement Cell, non- opening of Honours class in Computer Science etc.</li></ul> <p><b>Opportunities:</b></p> <ul style="list-style-type: none"><li>➤ Increased opportunities to develop infrastructures of the college under RUSA.</li><li>➤ Opportunities to work for Co-ordination between Higher Education and industry in the field of Food Processing &amp; Tourism, to establish KAUSHAL KENDRA at the college.</li><li>➤ Increasing opportunities to develop and Establish new facilities in the field of sports activities through Fitness Programmes.</li></ul> <p><b>Threats:</b></p> <ul style="list-style-type: none"><li>➤ Due to lack of transportation facilities of the college attendance of students below satisfactions.</li><li>➤ Due to lack of funds, Boy's &amp; Girls' cannot be opened fully.</li><li>➤ Due to lack of adequate no. of non-teaching staff official works are delayed.</li><li>➤ Due to the non-opening of PG Courses, many students of the region opt to go to other institutes opening the said courses</li></ul>
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8. Plans of institution for next year

<ul style="list-style-type: none"><li>➤ Opening of PG Courses in Statistics, Geography, Zoology etc, as advise/suggested by NAAC Peer Team in 2015.</li><li>➤ Opening PG Courses in certain subjects in IGNOU centre in the college.</li><li>➤ Green Campus activities to be extended to the entire college campus.</li><li>➤ Brick wall fencing to the Girls hostel.</li><li>➤ Preparation of installation of a museum at library.</li></ul>
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Name: Dr. Kh. Jugindro Singh



Name: O. Chaoba Devi

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

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**Abbreviations:**

CAS -	Career Advanced Scheme
CAT -	Common Admission Test
CBCS-	Choice Based Credit System
CE -	Centre for Excellence
COP -	Career Oriented Programme
CPE -	College with Potential for Excellence
DPE -	Department with Potential for Excellence
GATE -	Graduate Aptitude Test
NET -	National Eligibility Test
PEI -	Physical Education Institution
SAP -	Special Assistance Programme
SF -	Self Financing
SLET -	State Level Eligibility Test
TEI -	Teacher Education Institution
UPE -	University with Potential Excellence
UPSC -	Union Public Service Commission

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**Analysis of the Feedback**

Major of the stakeholders provide the following points.

- i) The ongoing semester system should include :  
-Internal assessment for all subjects. This point is noted by IQAC and shall approach by the Manipur University for the purpose, through proper channel.
- ii) Most of the parents and teachers had given opinion for providing means to increase the attendance of the students.  
IQAC- has noted down these points and steps were taken up to take special action at the time of Form-fillup of examinations.
- iii) Most of the students claimed due to the nature of the semester examinations- i.e. Frequent Examinations, frequent form fill-up- processes-and above all the State's Law & Order situations.  
Syllabi cannot be completed fully.

For this, the IQAC proposes to conduct remedial classes before and after the normal classes for every subject and conducted successfully.

- iv) Some parents and students seek permission of the college to appear the university examinations who were not allowed by the college for poor attendance. For this purpose, the IQAC suggest the College authority to take a memorandum of understanding with the students as well as the guardians that they will compensate the loss of attendance by attending in the classes after the completion of the Form Fill-up process, failing which there will be no-issuing of examination admit cards.





ANNEXTURE: III

**GOVERNMENT OF MANIPUR**  
**OFFICE OF THE PRINCIPAL,**  
**THOUBAL COLLEGE, THOUBAL**

Tel. No. (03848)225555  
Email:thoubalcollege@yahoo.com

Estd. 1963

NAAC accredited with "B" Grade

Ref. No.: 7/1/TC-13/Pt(iii)/(calen.)/-

Dated: The 4<sup>th</sup> May, 2016

**NOTICE**

It is hereby notified for general information of all concerned that the College has fixed the ACADEMIC CALENDER for the academic session 2016-17 of the college as detailed below:

Sl.	Name of Course	Last Date of Admission	Date of Commencement of class	Month of Examination
1.	B.A/B. Sc 1 <sup>st</sup> , 3 <sup>rd</sup> , & 5 <sup>th</sup> Semester	25-06-2016	02-07-2016	i) For College, September 16 ii). For Univ., Nov.2016
2.	B. A/B.Sc. 2 <sup>nd</sup> , 4 <sup>th</sup> , & 6 <sup>th</sup> Semester	16-01-2017	20-01-2017	i).For College, March-17 ii). For Univ., May 17
3.	B. Voc. 1 <sup>st</sup> Semester (2 <sup>nd</sup> Batch)	14-11-2016	02-12-2016	i).For College, February-17 ii) For Univ., June-17 iii) For SSC, May/June
4.	B. Voc. 2 <sup>nd</sup> Semester (1 <sup>st</sup> Batch)	15-07-2016	20-07-2016	i) For college, October.-16 ii)For Univ., December-16 iii) For SSC, November-16

SUMMER VACCATION: w. e. f. **01/06/2016** to **30/06/2016**

WINTER VACCATION: w. e. f. **02/12/2016** to **10/01/2017**

**(O. Chaoba Devi)**  
**Principal,**  
**Thoubal College, Thoubal**

Copy to: -

1. Commissioner, Hr. Edn, Government of Manipur
2. Director, University & Hr. Edn, Govt. of Manipur
3. Director, CDC, Manipur University
4. All Heads of Department of Thoubal College, Thoubal
5. Guard File