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

1. Details of the Institution

1.1 Name of the Institution :   LIBERAL COLLEGE

1.2 Address Line 1   LUWANGSANGBAM

Address Line 2   PO MANTRIPUKHRI

City/Town :   IMPHAL

State :   MANIPUR

Pin Code :   795002

Institution e-mail address :   liberalcollege@gmail.com

Contact Nos. :   03852427072

Name of the Head of the Institution :   W. IBECHAOBI DEVI

Tel. No. with STD Code :   0385-2427124

Mobile :   9863059496

Name of the IQAC Co-ordinator :   DR. W. PRADIP KUMAR SINGH

Mobile :   8974148599

IQAC e-mail address :   deepmangang@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   MNCOGN17529

1.4 **NAAC Executive Committee No. & Date :**   EC(SC)/15/A&A/701
(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.theliberalcollege.org

Web-link of the AQAR :   www.theliberalcollege.org/AQAR2016-17.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.39	2016	5 yrs
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   26/3/2013

1.8 AQAR for the year *(for example 2010-11)*   2016-17

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

  i.   AQAR _____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
  iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 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 ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

                    Urban ☐   Rural ☑   Tribal ☐

Financial Status   Grant-in-aid ☑   GC 2(f) ☐   UGC 12B ☐

                    Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges):*   MANIPUR UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc. - **NO**

Autonomy by State/Central Govt. / University -   **NO**

University with Potential for Excellence   **NO**   UGC-CPE   **NO**

DST Star Scheme **NO** UGC-CE **NO**

UGC-Special Assistance Programme **NO** DST-FIST **NO**

UGC-Innovative PG programmes **NO** Any other (*Specify*)

UGC-COP Programmes **NO**

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   2

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   2

2.8 No. of other External Experts   0

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   3

2.11 No. of meetings with various stakeholders: Total No. 6   Faculty 3

   Non-Teaching Staff 1   Students 1   Alumni 1   Others 0

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

   If yes, mention the amount   Rs 3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | 0 | National | 0 | State | 0 | Institution Level | 1

(ii) Themes | Protection of Environment and Bio-diversity in Manipur

2.14 Significant Activities and contributions made by IQAC

- Community Participation
- Internal Academic audit conducted
- Regular teacher student Joint cleanliness programme conducted
- Teacher evaluation by students feed back
- Parent teacher meet organised
- Alumnae meet held

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 *

Plan of Action	Achievements
To strengthen extension services	Extension activities improved
To improve upon the library services	Library facilities improved with computer facility
To introduce Vocational programme	Vocationalisation of education in IT&ITES conducted and also with ICSM basic computer Programme
To promote environment activities	Conducted cleanliness and environment awareness activities

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- Motivation to the teachers to apply for research projects not only to UGC but also other funding agencies.
- Orientation to optimum utilization of library services
- Recommendation to participate in University & National programmes

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	0	0	0	0
PG	0	0	0	0
UG	3	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	3	0	0	0
Total	6	0	0	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
       (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	0
Annual	0

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 Annexue - I*

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
114	114	0	0	0

2.2 No. of permanent faculty with Ph.D.

16

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
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest- 0   Visiting -0   Temporary - 5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	0	0
Resource Persons	0	0	0

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

☐ ICT enabled teaching
☐ Net access to all students
☐ Field visit
☐ Book Fair in the college campus
☐ Remedial coaching for slow learners
☐ Vocationalisation of Education in IT&ITES
☐ Uniformity in dress code

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

180

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

NIL (based on MU exam system)

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

0	0	0

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	611	0	102	368	68	88.05
BSc	470	0	72	210	0	60
BCom	30	0	0	28	0	93.3

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

The IQAC Committee discussed the feedbacks given by the students, teachers as well as parents in the meeting and try to implement accordingly.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

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	-	0	0
Technical Staff	17	-	0	0

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC hold departmental meeting and initiated to take maximum number of Major and Minor Research Projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3		1
Outlay in Rs. Lakhs	90000	7400000	7400000	229000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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	0	-	0	0
Minor Projects				
Interdisciplinary Projects				
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

3.7 No. of books published   i) With ISBN No. $\boxed{0}$ Chapters in Edited Books $\boxed{0}$

ii) Without ISBN No. $\boxed{}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{0}$ CAS $\boxed{0}$ DST-FIST $\boxed{0}$

DPE $\boxed{0}$ DBT Scheme/funds $\boxed{0}$

3.9 For colleges   Autonomy $\boxed{0}$ CPE $\boxed{0}$ DBT Star Scheme $\boxed{0}$

INSPIRE $\boxed{0}$ CE $\boxed{0}$ Any Other (specify) $\boxed{0}$

3.10 Revenue generated through consultancy $\boxed{\text{NIL}}$

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	1
Sponsoring agencies	-	-	Liberal College	-	Liberal College

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{0}$

3.13 No. of collaborations   International $\boxed{0}$ National $\boxed{0}$ Any other $\boxed{0}$

3.14 No. of linkages created during this year $\boxed{0}$

3.15 Total budget for research for current year in lakhs :

From Funding agency | 740000 | From Management of University/College | 0 |

Total | 740000 |

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

| 1 |

| 1 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 0 |

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 5 | State level | 1 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 2 | State level | 5 |

National level | 28 | International level | 1 |

3.23 No. of Awards won in NSS:

University 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 | 0 | College forum | 1

NCC | 0 | NSS | 1 | Any other | 0

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

* Social Service camp and tree plantation programme at Luwangsangbam Village of Imphal East by the students of the college.
* Cleanliness programme under Swachh Bharat Mission at Luwangangbam Matai Village with the NSS cadets of the college.

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	15.5 acre	0	0	
Class rooms	30	0	0	
Laboratories	8	0	0	

Seminar Halls	1	0	0	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Computer, refrigerator, Science Lab. equipments			
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others	-	-	-	-

4.2 Computerization of administration and library

- The college has started computerisation in administration activities in the field of admission, examination and other financial activities by using TALLY software.
- Library has also started with computerization with SOUL

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	402	254670	435	250000	837	45467
Reference Books	12	43835	15	48000	27	91835
e-Books	0	0	0	0	0	0
Journals	20	17160	0	0	20	17160
e-Journals	1	5000	-	-	1	5000
e-resource	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	20	1	1	1	1	1	20	
Added	3	0	0	0	0	0	0	
Total	23	1	1	1	1	1	20	

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

- The college has conducted computer DTP and inter access programme for the students as well as the staff the college for three months during the year 2016-17.

- A short term Computer Course for 3 months in collaboration with ICSM, Khabam Lamkhai has been started from April 2017.

4.6 Amount spent on maintenance in lakhs :

  i) ICT | 2

  ii) Campus Infrastructure and facilities | 25

  iii) Equipments | 1

  iv) Others | 1

                              Total : | 29

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The Cell has suggested various initiatives to enhance awareness of the students about various support services made available to them by the Institution. Notices are sent to the classrooms to convey information, students are encouraged to check the website which is updated regularly, notices are displayed on the respective notice boards etc. Major changes are also incorporated in the prospectus. Various orientation sessions are arranged for enhancing awareness of the students.

5.2 Efforts made by the institution for tracking the progression

- Organizing Alumnae meet
- Maintaining College website
- Counselling cell
- Maintenance of Student verification report from different agencies.
- Organising College Week for improving co-curricular activities of the students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3015	-	-	-

(b) No. of students outside the state

30

(c) No. of international students

0

Men

No	%
1639	54.3

Women

No	%
1376	45.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1078	171	1758	232	0	3239	958	159	1556	342	0	3015

Demand ratio | - | Dropout % | - |

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

NO

No. of students beneficiaries | - |

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | |

5.6 Details of student counselling and career guidance

Students are advice to see the employment notice board being installed in Library from time to time to see the job vacancies inside and outside the state.

No. of students benefitted | - |

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

Girls Common room secretary and teacher's in-charge conduct gender sensitization programme to girls student in the college for gender sensitization.

5.9 Students Activities

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

State/ University level | 2 | National level | 2 | International level | 0 |

No. of students participated in cultural events –

State/ University level | 20 | National level | 0 | International level | 0 |

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

Sports : State/ University level | 2 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	41000
Financial support from government	0	0
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 1 |

5.13 Major grievances of students (if any) redressed:

Tree plantation programme in Luwangsangbam Village could not be fully materialise because of lack of awareness and cooperation of the villagers

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION :
- To create a temple of learning – excellent in multidisciplinary subjects in undergraduate levels, providing holistic and quality education within the reach of all.
- To transform education into an academic hub which will be the first choice of the aspiring students – especially economically backward and underprivileged sections of society.
- To become an autonomous college in the future with the opening of multidisciplinary subjects in post graduate levels.

MISSION :
- To mould intellectually competent, morally upright, socially committed and academically inspired persons capable of building a more humane social order within the context of the nation's plurality of religions and diversity of cultures.

6.2 Does the Institution has a management Information System -

No

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

6.3.1 Curriculum Development

Our college being affiliated to Manipur University Curriculum is designed by the University not by the college.

6.3.2 Teaching and Learning

The academic calendar is released by the affiliating university and is to be followed in totality by our college. The College academic calendar and time table are prepared by the Academic Committee of the College before the beginning of each session. Each department functions according to the teaching plan prepared at the department level. The Principal consults with the heads of all the departments to ensure the timely completion of the syllabus. The departments also carry out internal assessment based on student test performance and punctuality. The final evaluation of students is done according to the university schedule. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared and score cards are issued by the affiliating university.

6.3.3 Examination and Evaluation

- All the rules and regulations of the examinations, laid down by the Manipur University are scrupulously followed.

- Conducting internal examinations/test help to estimate the conceptual clarity of the students.

- Innovative projects work, surveys and assignments help to enhance the relevance of different courses.

6.3.4 Research and Development

Strategies to strengthen Research and Development :
- Formed a Research Committee consisting of 7senior members to promote and evaluate research activities.

- Encouragement and support to faculty members for organizing/participation in faculty development programmes, research methodology workshops etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library has a vast collection of e-resources, books and journals

- The Library Advisory Committee meets regularly to frame policies about the use of library resources.

- A book exhibition-cum-sale is organized for the benefit of students, staff and the local community.

• Reprographic facilities are provided

• e-resources are provided through NLIST/Inflibnet.

6.3.6 Human Resource Management

NO

6.3.7 Faculty and Staff recruitment

- For filling up/recruitment of the Teaching and Non-teaching staff of the college, Management Committee/Governing Body followed strictly the rules prescribed under Manipur Education Code.

- Whenever the post remained vacant the management Committee proceeds to the state govt. for seeking permission for filling up vacant post.

6.3.8 Industry Interaction / Collaboration

The College has Collaboration with an industrial partner called SYNAPX in IT&ITES for Vocationalisation of Higher education under RUSA

6.3.9 Admission of Students

- The College follows the guidelines for admission issued by the Manipur University from time to time.

- Admission Committee fixed the modalities and process s per norms given by the Directorate of Higher Education (U), Govt. of Manipur

- On request, students from the economically weaker section are allowed to make staggered payment of fees.

- The College give 50% concession in admission fees for those students who are National/International player in any sport event.

6.4 Welfare schemes for

Teaching & Non teaching	• If the ward of a faculty member/nonteaching staff member takes admission in the College, the benefit of tuition fee waiver is granted. • Loan facility is provided to both the teaching and non teaching staff of the college.
Students	Initiatives undertaken for the welfare of the students are as follows: • For the welfare of the students secretaryship for different activities among the students has been elected (i) General Secretary (ii) Finance Secretary (iii) Games and Sports (iv) Magazine Secretary (v) Social and Cultural (vi) Debate and Extension (vii) Boys Common room (viii) Girls Common room. • Fund for these activities is reserved for the particular session. • Financial Assistance is provided to every student who participates in National and International Sports Events.

	• Free admission is given to the students belonging to poor family background living in Below Poverty Line (BPL)

6.5 Total corpus fund generated 　　　17500

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	Local Audit	Yes	IQAC
Administrative	Yes	Local Audit	Yes	Governing Bogy

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

　　　　　　For UG Programmes 　　Yes ✓ 　No

　　　　　　For PG Programmes 　　Yes - 　No -

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

NA

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

6.11 Activities and support from the Alumni Association

The College has an active Alumni Association. Alumni give guidance and suggest to enhance quality in education through modern teaching methods and also helps in providing sports equipments.

6.12 Activities and support from the Parent – Teacher Association

A formal Parents Association has not been formed but has teacher association. On several occasions, the parents and teachers have opportunities for interacting with each other. Parents are invited in a formal function, to orient them about the facilities available in the College, exams, evaluation pattern etc. Parent – teacher meetings are also organized to discuss the attendance and academic progress of the students.

6.13 Development programmes for support staff

The College has always encouraged the Non teaching staff to pursue further studies. The college send them for computer training, account training etc. to update their skill and knowledge.

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

- The College has sensitized about judicious use of lights and fans so that their condition work efficiently. This year, 2 Join social service camp for teachers and students has been organized in the campus in which more than 200 saplings have been planted inside and around the college campus.

- The leaves so collected are dump in a pit for making bio-compose for using it in tree plantation and gardening.

- Tree plantation programme with ROTARY Club Imphal during the month of June 20116 at College Campus.

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.

Installation of TALLY software in accounting -	(i) The auditors pointed out areas could be removed. (ii) Financial stream lining (iii) Instant financial position could be produce. Hence suggestions for improvement are in the process of being implemented.
Decentralisation of work	Work allocation to different committee took responsible the purposed for which it was formed.

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

> Plan of Action for the academic year 2016-17
>
> (i) Preparation for NAAC Accreditation.
>
> (ii) Introduction of Academic Diary for faculty members.
>
> (iii) To preserve environment through GREEN CAMPUS.
>
> (iv) Stream lining financial accountability through installation TALLY software.

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

> 1. Clean and Green environment in the College Campus
>
> 2. National integration through education.

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

7.4 Contribution to environmental awareness / protection

> Conduct of periodical Awareness Programme on Biodiversity, Use of paper disposables in Canteen, Tree plantation programme and preservation of indigenous trees in the campus.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

STRENGTH :
1. Adequate Campus Area
2. High enrolment of students
3. Skilled Staff/Faculties
4. Good performance of Students
5. Well furnished multipurpose playground
6. Hostel accommodation for boys and girls
7. Good teacher & student ratio

WEAKNESS:
1. Insecure working condition of the employees;
2. Absence of Modern Infrastructure/ICT
3. Unsatisfactory attendance of students
6. Low graduate employability

OPPORTUNITY:
1. Ideal location of institution
2. Fostering multi disciplinary streams
3. High percentage of SC, ST, OBCs, minorities, weaker sections.
4. Hub of composite cultures of diverse communities
5. Green surrounding and pollution free atmosphere/environment

THREAT:
1. Insufficient funding from Govt. as grant-in-aids
2. Vagueness in education code (Grant-in-aid Rules -1982)
3. Loss of sanctioned post after retirement
5. Frequent unpredicted bandh and blockades

8. <u>Plans of institution for next year</u>

(i)   To plant more and more trees for green Campus

(ii)   To conduct seminars and workshops

(iii)   Cleanliness by holding social service camps with the local community under Swachh Bharat Mission Programme.

Name: Dr. W. Pradip Kumar Singh
Signature of the Coordinator, IQAC

Name: W. Ibechaobi Devi
Signature of the Chairperson, IQAC
Principal
Liberal College
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