



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	LIBERAL COLLEGE
Name of the head of the Institution	W IBECHAObI DEVI
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03852427546
Mobile no.	7005105059
Registered Email	liberalcollege@gmail.com
Alternate Email	principal@theliberalcollege.org
Address	LUWANGSANGBAM PO MANTRIPUKHRI
City/Town	IMPHAL
State/UT	Manipur
Pincode	795002

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	W PRADIP KUMAR SINGH
Phone no/Alternate Phone no.	+919436404685
Mobile no.	8974148599
Registered Email	deepmangang@gmail.com
Alternate Email	pradipwaikhom@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.theliberalcollege.org/aqar201617.html
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://theliberalcollege.org

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.39	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC	26-Mar-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
Awareness Programme on IT&ITES under RUSA	26-May-2017 1	45
One Day Workshop on Research Methodology	06-Sep-2017 1	93

Conduct of Cleanliness Programme	02-Oct-2017 1	96
Meeting of IQAC for sustainable feedback to enhance quality education	06-Jan-2018 1	11
Conduct of World Environment Day	08-Jun-2018 1	87
Swachch Bharat Summer Internship Programme	13-Jun-2018 15	35
View File		

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
State Project Directorate, RUSA	RUSA Vocational isation	MHRD	2017 365	182298.6
State Project Directorate, RUSA	RUSA Vocational isation	MHRD	2018 365	180195.3
View File				

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 :

2

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)

Taking initiative for proper electrification of Classrooms and departments.

Teachers were motivated and sent for orientation programme/seminar/workshop/certificate courses by their respective departments.

Revamping the class room accommodations to meet the increasing needs of the students and teachers.

Efforts were made to improve Go Green activities inside the college campus.

Advocating functions like quiz, debate and cultural activities.

[View File](#)

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
Orientation to staff.	All the staff members were stimulated to produce qualitative teaching.
5. Promotion to internal and external academic tour by the concerned department.	Significant improvement in the student's awareness about outside environment and their response on complying field report.
6. Mission Clean Campus	Mission Clean Campus is a regular healthy practice of the college. The Echo Club of the college with the help of IQAC and Department of Life Sciences monitor the practice and its regular follow ups. By this practice the visitors gets the inhibitions of conserving the ambiance clean and tidy.
Preparation of annual academic calendar	Prepared well in time with the Head of Departments.
Faculty profile updation in college website	Updated online the personal profile in the college website.
Rationalisation of intake capacity in the admission and fixation of optional subjects by making proper combinations.	Successfully implemented through counseling.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body Liberal College	10-May-2018

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

No

AISHE:	
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has Management Information System (MIS) for decision making and for the coordination, control, analysis and visualization of information for the smooth running of the institution. The main objective of installation in our college is to design and implement procedures, processes and routines that provide suitably detailed report in an accurate, consistent, and timely manner. In the MIS system, computerized systems continuously gather relevant data both inside and outside of the college. This data is then processed, integrated and stored in a centralized data base where it is constantly updated and made available to all who have the authority to access it, in a form that suits their purpose. The following are the list of modules currently available in the college.</p> <p>1. System of University Library (SOUL): This module was installed during the year 2014 for the automation of library service of the college. This system enables a reader in finding book of his/her choice at once very easily without long process of traditional cataloguing. It can also serve as a tool for the management of library to the Librarian and her coordinate staff.</p> <p>2. Network Master: This is another module for school management. For having an easy and systematic, transparent and efficient administration and management, the college has installed this software in collaboration with Network Master, a software company. This system helps the entire work of administration including registration of students, accounts, examinations, issue of certificates etc.</p>

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

Since the college is affiliated to Manipur University, Imphal the college

follows scrupulously the curriculum and syllabi in accordance with the Ordinance of the University approved by the Academic Council of the University. Accordingly there shall be 6 (six) Semester Courses of study leading to the award of Bachelor of Arts (Gen/Honours), Bachelor of Science (Gen/Honours) and Bachelor of Commerce degree having 90 (ninety) working days in each semester. There are two types of course viz General and Honours. If a student is willing to undergo General/pass course in BA/BSc/BCom he/she should opt three elective subjects upto 4th Semester with 100 mark in each subject per semester. In addition he/she should opt MIL/General English upto 2nd Semester, Regional Development (in semester 2), Environment Studies in semester 4 of 100 marks each per semester but there are non credit with a minimum of pass marks. For a student of Bachelor of Honours Course he or she should choose one subject out of the elective subjects already offered by the student upto the 4th semester. He/she will be examined in all 6 (six) papers of 100 marks in this honours subject. Although the college opens 20 (twenty) different subjects including Commerce. Students are given the opportunity to choose only one subject as honours subject out of his/her elective subjects. Just before the beginning of academic session a general body meeting of the employees (teaching and non-teaching) is conducted under the chairmanship of the Principal of the college to bring effective teaching learning processes. The college indeed has the mechanism for well-planned curriculum delivery system. In order to cover the syllabi prescribed by the University each teacher of each department after submission of their respective Progress Report in accordance with the Academic Calendar so framed for the purpose. From the said Progress Report, the feedback of the students can easily be detected. The teacher of the college deliver/distribute guide books, references, teacher's note etc. to the students. The teachers of the college take special classes for the students who secure poor marks in the college Unit test examinations.

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
ITITES	ITITES	27/06/2017	290	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	40	Nil

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
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No Data Entered/Not Applicable !!!

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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
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	Yes

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

Feedback Obtained

Students feedback is filled by both even and odd semester students on their last examination. Attendance of each student is mentioned in the feedback form. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, Library, administration and academics. The points are calculated according to the grades given by the students in various criteria. The grades are given as A,B,C,D,E (Where A5, B4, C3, D2, E1) The average and percentage of various criteria are calculated. The strength and weakness mentioned by the students are summarised. Feedback is also collected from the parents during parent teacher meet that are organised by each and every departments of the college. Suggestions and comments given by the guardians are also taken into account for future development. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in G.B meeting of the college for necessary action. Strength of the college is also taken into consideration for further upgradation.

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
BA	General & Honours	692	738	692
BSc	General & Honours	457	470	457
BCom	Honours	37	40	37
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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
2017	2895	Nill	119	Nill	Nill

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
119	50	3	Nill	2	1
No file uploaded.					
No file uploaded.					

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

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
Nill	Nill	Nill	Nill	Nill

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	BA	6th Semester	08/05/2018	10/07/2018
BSc	BSc	6th Semester	08/05/2018	10/07/2018
BCom	BCom	6th Semester	08/05/2018	10/07/2018

No file uploaded.

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college being affiliated to Manipur University the evaluation structure followed by the college needs modification of evaluation system. The institute believes firmly in continuous evaluation of the students for their sustained performance. Hence a structured evaluation process has been designed and implemented. Unit test are conducted as per University norm. To prepare students for practical and oral examination, the college conduct mock oral/practical examination. Keeping in view the need for continuous assessment of the students, the college initiated the following measures: (i) The time table of internal examination such as unit test, practical examination etc. is in tune with Academic Calendar of the college and the university. (ii) Examination committee ensure effective implementation of all the activities related internal and external examination and assessment. (iii) Through continuous monitoring and evaluation of student on campus, the college identifies students requiring special attention and offer necessary remedial measures. (iv) The question papers for internal test are prepared giving appropriate weightage to units of the course as syllabus. (v) The result of internal test/exams are declared within a week time to enable the student to raise any grievance and get it resolved before university examinations.

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

As the college is affiliated to Manipur University, the academic calendar of the college is also based on the Academic Calendar prepared by Manipur University. The academic timing i.e the commencement of the session, Examination schedule and other activities are based on the Academic Calendar of the Manipur University. Based on the calculation there 180 working days in year or 90 working days in a semester, the expected days of teaching are 15 weeks. Examination for each semester is 30 days and results of the same are out in 30-45 days. Important functions and programme to be performed are reflected on the Academic Calendar of the college and uploaded to the website of the college.

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)

<http://www.theliberalcollege.org/courseoutcome.html>

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
BA	BA	Gen& Hons	440	401	91
BSc	BSc	Gen&Hons	343	300	87
BCom	BCom	Gen&Hon	21	18	86

No file uploaded.

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)

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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 Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	30	69	Nill
Presented papers	Nill	1	Nill	Nill
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year	
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Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
No file uploaded.	

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 patially)	Version	Year of automation
SOUL	Fully	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	20	17160	Null	Null	20	17160
No file uploaded.						

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	20	1	1	8	1	1	20	10	0
Added	0	0	0	0	0	0	0	0	0
Total	20	1	1	8	1	1	20	10	0

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

10 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!			

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)

1. The construction, maintenance and repairing of administration, academic, library, toilet, electrical appliances and other physical infrastructures of Liberal College is done by Governing Body. 2. The college has maintenance fund collected from the students and sometimes received grants from the Directorate of Education (U), Govt. of Manipur as well as from UGC. 3. For procurement of Library and other equipments the Purchasing Committee bid tender atleast from three firms and lowest bidder is given the supply order.

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
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No Data Entered/Not Applicable !!!

No file uploaded.

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

No Data Entered/Not Applicable !!!

No file uploaded.

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

No Data Entered/Not Applicable !!!

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 redressal

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

No file uploaded.

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

No Data Entered/Not Applicable !!!

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Chess tournament	College level	4
Women volleyball	College level	14
Basketball for male	College level	15
Carrom boys and girl	College level	4
Football	College level	30
No file uploaded.		

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Activities of the student Council and representation of students on academic administrative bodies/committee of the institution. The college has a student's council known as Liberal College Students' Union formed under the directive of Director of University and Higher education, Govt. of Manipur. The composition of the students' Union are as follows:- 1. General Secretary 2. Finance Secretary 3. Magazine Secretary 4. Social and Cultural Secretary 5. Games and Sports Secretary 6. Debate and Extension Secretary 7. Girls' Common Room Secretary 8. Boys' Common Room Secretary The college creates a platform for active participation of students in various academic and administrative bodies. This empowers the students in gaining leadership qualities, discipline, execution skill etc. The principal of the college is the chairman of the Union. She along with the teacher-in-charges of the respective secretaryship guides and supervises the member of the union in all activities in executing their duties. The secretaries or students representatives are elected through election which is held during the month of November – December every year. The newly elected body of student's Union stay in office for period of one year from the time they take charge until the next Union is constituted. The main aim of the student's union is to maintain discipline in the college by way of their involvement and participating in the administrative and academic activities. Students Union organises College Week, Sports Meet, Annual Fresher's Meet, Debating Competition, Cultural and Literary Meet, Teacher's Day Celebration, Social Service Camp, NCC, NSS Camp, Excursion, Publication of Annual Magazine etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a registered Alumni Association in the name of Liberal College Alumni Association (LICAA) having its registration No. 631/M/SR/2014 which was established on 31/5/2014 and registered under section 7(i) of Manipur Society Registration Act 1989. At the time of establishment of alumni during the year 2014 only 53 members were there now it has more than 200 members. The main objectives of the association are:- 1. To encourage the Alumni to take an

active and taking interest in the work and progress of the institute is to contribute towards enhancement of the social utility of the Alma mater. 2. To encourage, foster and promote close relations among alumni members by maintaining the updated and current information of all Alumni. 3. To organise Social Awareness Programme, Social Work such as Cleanliness, tree plantation and other co-curricular activities such as sports meet, cultural meet, NSS, NCC camps etc. 4. To organise and establish scholarship and Award Funds for deserving and needy students. 5. To promote and foster mutually beneficial interaction between the Alumni and the current students of the college towards the overall development of the college.

5.4.2 – No. of enrolled Alumni:

203

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

i) The association has organised Social Service Programme on Cleanliness and also planted various trees during the month of May 2017. (ii) The Alumni participated most of the college functions such as College foundation day, College week etc.

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)

The institution has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralised governance system. 1. The Governing Body of the college delegates all the academic and operational decision based on policy to the academic/Admission Committee headed by the principal in order to fulfil the vision and mission of the institution. The Academic/ Admission committee formulates common working procedures and entrust the implementation with the faculty members. 2. Faculty members are given representation in the various committees and allowed to conduct various programmes to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic co curricular activities. They are given authority to conduct educational tours organise Social Service Camp, NSS Camp, NCC programmes, Literary Meets, Quiz Competition, etc. They appointed as co-ordinator, convenor, in charge, Officer-in-charge (O.C), Assistant Officer-in-charge (AOC) of various exams/Seminar/Workshop/Conference etc. The administration of the college is decentralised to ensure smooth functioning of the institution. Various committees comprising of teachers from different departments look after the functioning of the college. The academic committee under the leadership of the Principal circulates academic calendar following the general calendar issued by the Manipur University. Under these guide lines the Head of Depts. will plan their Departmental academic functioning in consultation with their members of the department. The college promotes participatory management culture in all activities. The Governing Body took the role at higher most administrative level. A good no. of teachers are member of different committee of the college. They are taken into confidence in formulating the policies and Plan and the Students' Union also took part in planning and execution of different programmes in the college. For effective implementation and improvement of the institution following committees are formed Sl No Statutory body/Committee/Cell/ Coordinator Roles and

responsibilities 1 Governing Body The governing body (G.B) consist of 10 members who are sole administrator of the college. The overall administration is done by the Governing Body. 2 Principal Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute 3 OSD Administration To assist the principal in the academic and administrative function of the college 4 Academic/Admission Committee Academic planning and monitoring of academic progress of teaching learning process. 5 Examination Committee Examination Committee arrange the examination process seat arrangement, allocation of teaching and non teaching staff on exam duty. 6 Research Committee Research Committee mobilised the teachers to initiate research work and approved the proposals for submission to the concerned. 7 Planning Committee Planning committee proposed to the authority regarding any new policy, programme, requirements of the college and constructions felt need to be initiated in the college. 8 Purchasing Committee The Purchasing Committee call for tender for purchasing of more than Rs 50,000/-. The lowest bidder is given the order for supply of the product. 9 Grievance Redressal Cell The Cell comprises of 7 members and any grievances of the student and teacher is promptly informed to the authority

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

Yes

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
Curriculum Development	The curriculum and Syllabus is designed and decided by a syllabus committee of Manipur University in which our college teachers also take part as members of faculties in various subject.
Teaching and Learning	The college follows the academic calendar of Manipur University. Regular classes start by the beginning of the session and entered syllabus is covered by the end of the session
Examination and Evaluation	Examination and evolution process follows as per Manipur University guidelines at the end of each session. In addition to the University Examination, the college also conduct class test and internal examination to assess the progress of teaching learning process from time to time.
Research and Development	The college provides congenial academic atmosphere to the faculty members to actively participate in seminars, workshop, refresher courses, Orientation, Programme etc, organised by various Universities and colleges. They are encouraged to conduct minor and major research project under UGC and other agencies.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a well stocked library furnished by ample of text

	books, references, periodicals, journals etc. The entire library is automated by a software known as SOUL. E-library facilities is provided to the student and aloud to use NLIST-INFLIB. Internet facilities is available in the college campus.
Human Resource Management	The institution has a management body known as Liberal College Governing Body. This body recruits and fill vacancies the required staff as per guidelines of Manipur Education Code 1981 with the prior approval of Directorate of Education (U), Government of Manipur.
Industry Interaction / Collaboration	As the college is located in a rural set up where there is scarcity of factories and industries, no industry or company come forward here to work with the college yet.
Admission of Students	Admission of Students in this college is done on mark basis i.e. marks obtained by the students in their previous examinations. An Admission Committee comprising of 8-12 members initiate and do all the needful procedure of admission including mode of selection, fee schedule rates, admission counselling.

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

E-governace area	Details
Finance and Accounts	Tally software is installed for accounting
Student Admission and Support	MS Excel is used for admission and support service

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
No Data Entered/Not Applicable !!!				
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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 development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2017	One day workshop on Research Methodology and project evaluation for college teachers	Nil	06/09/2017	07/09/2017	103	Nil

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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
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No Data Entered/Not Applicable !!!

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

No Data Entered/Not Applicable !!!

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Duty leaves for participating in Seminar, Workshop, refresher Course, Orientation courses conducted by the University and other institutions. Loan facilities to teaching Staff from Banks. Financial assistance to sicked or accidental victimised faculty members. Employees Provident Fund (EPF)	Personal loan Employees Provident Fund (EPF) Fees concession in admission of their wards studying in the college. Making availability of land for paddy crop within the campus.	Scholarship to needy students, sports personnel, meritorious students and other students who are excelled in social and cultural activities. provision of free medical aid to students in case of emergency. Opportunity students be representative in Students Union or Students Council in which he/she may get the taste of democratic form of governance.

6.4 – Financial Management and Resource Mobilization

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

The college do not have internal financial audit system where as for external financial audit Accountant General (AG) and Local Audit conduct financial audit regularly.

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	No	Nill	No	Nill
Administrative	Yes	Local Audit Govt. of Manipur	No	Nill

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

No formal meeting of parents-teachers association was organised during 2017-18. However, the college authorities invited some interested parents and gradients of the students for constructive suggestions which can improved the academic performance of students. The followings are the three main suggestions recommended by the guardians. ? Formation of a regular parents-teachers association of Liberal College ? Compulsory participation of students in co-curricular activities ? To check dress code of students inside the college campus
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6.5.3 – Development programmes for support staff (at least three)

? The college always encourages Non-Teaching Staff to pursue further studies. ? They are sent for training in account tally, computer, Office management, etc. ? Increment of pay and allowances were granted as per management norms

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

? Conversion of the Aided College to full fledged Government College for overall improvement. ? Cleanliness campaign at the college and its adopted village. ? Submission of a Project proposal to NEC for the construction of academic block of the college.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b)Participation in NIRF	No
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 initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					

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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
No Data Entered/Not Applicable !!!				

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
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	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
2017	Nil	1	02/10/2017	1	Conduct of cleanliness	Cleaning of college campus and surrounding	87
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of world environment day	05/06/2017	05/06/2017	94
Celebration of Gandhi Jayanti	02/10/2017	02/10/2017	87
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives taken by the institution to make campus eco-friendly- (i) Seasonal tree plantation programme are organised by the teachers and students. (ii) The members of the eco-club which was duely formed in the year 2016 take the responsibility for conducting green audit every year. (iii) The IQAC of the college take the responsibility of making correspondence with the forest department. Govt. of Manipur for supply of saplings. (iv) The alumni members also take initiatives in bringing out full achievement to the task. (v) The college has two dumping pit for bio material and plastic material.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Institutional best practices:- 1. Title of the practice :- Go Green Initiatives
 - Goal - As human-induced climate change, environmental degradation and resource scarcity threaten the sustainability of our economy and habitats, we in our available means compelled to prepare climate resilient, green and low carbon growth plants. To go along this tract the college has already undertaken steps to achieve the following goals: (i) To establish a green zone in the college campus and in the surrounding areas through the use of available technologies. (ii) To accelerate learning and to inform the design of green growth programmes by undertaking an analysis of early experiences. (iii) To create and preserve both beautiful and healthy environments where learning and camaraderie is enhanced. (iv) To ensure cultivation and conservation of medicinal plants for general health. The Context : The proximity of the college to the capital city Imphal on one hand the college being located alongside the NH-2 on the other, it has become a bounden duty of the all the stakeholders to adorn the premises of the institute with ample greenery. Our goal of greenery is usually a combination of environmental benefits and improving the visual design of surfaces and landscape. Moreover greenery in colleges help students has better brain functions. Green surroundings reduce stresses and fills people with positive emotions. The benefit of greenery is the improvement of the ecological condition. Trees absorb temperature and release the proper quantity of dust in the air. further Practices : The schedule for the implementation of the field work is pre-planned and it is being offered to all the members of eco-club and representative of the Students Union. The work programme is circulated in advanced after being adjusted with the time table of the student and teacher. The Eco Club which was founded on 5th June 2014 is constantly learning how they can make difference in the stat e and elsewhere. Members of the club are to meet every three months to discuss the environmental problems at the local and state levels. The Club is also take responsibility of observing World Environment Day, Van Mahotsav, every year by plantation of tree saplings. There are several ways we can help protect this planet but in a comparatively smaller scale. We adopt the following simple practices that make us different from others. Emphasising the Aesthetic trees and medicinal plants: It is worth mentioning that, with the help of properly arranged trees bushes, flowers and various composition made of different kinds of plants, we could improve the general view of the college as well as the surrounding localities. Greening is a completed process, because it requires time scrupulous planning. At the same time we are also to keep in mid the uniqueness ,and identity of the place while choosing the plants for designing. Our focus is mainly on the indigenous and local species which have medicinal as aesthetic values. With the initiative of the IQAC the members of the Eco-Club and the department of Botany have already planted some of the indigenous plants in the institute. Following is the list of some of the indigenous plants with local names and scientific names. Sl. Local Name Scientific name 1. Hei Khagok (tree) Aegle marmelos 2. Uthum (tree) Ardisia corolata 3. Heikreng (tree) Seltis timorensis 4. Hanurei (herbs) Mussaenda Roxburgii 5. Yongchak (tree) Perikia Roxburgii 6. Heimang (Shurbs) Rhus emialata 7. Heining (Tree) Spondias Pinnata 8. Heibi (Tree) Venguirea

Spenosa 9. Urikshibi (Shurbs) Vite Negundo 10. Leihao (Tree) Michelia Champaka 11. Chini Champa (Climbing shrub) Arta Botrys Hexa petalus 12. Heiribob (Tree) Citrus latipes 13. Mayokpha (Tree) Terminalia arjuna 14. Heibung (Tree) Garciana Xanthochymus 15. Sangbrei (Shurb) Pogostemon perviflorus 16. Nongleishang Xylosma longifolia 17. Tairel (Tree) Cedrella Toona 18. Nongmangkha (Shrub) Adhatoda Vasica

Benefits:- The environment here provides many benefits. It heals us and help us to stay healthy and weary free. While giving pleasure from the elements of the environments and living organism sometimes simply being exposed to sunlight and fresh clean air makes us difference in how we feel. The green campus initiatives mirrors the principal of green schools and endeavors to extend learning beyond the lecture rooms to develop responsible attitudes and commitment to the environment, both at college and in the wider community.

Practice -2 : Title : Plastic free zone :

Goal : Plastics are used because these are easy and cheap to make and they can last long time. Unfortunately, despite these very useful qualities make plastic a huge pollution problem because the plastic is cheap it gets discarded easily and its persistent in the environment can do a great harm.

Context : Academic institutions like colleges can generate enormous amount of plastic waste, which is toxic to people and environment and never goes away. As plastic is composed of major toxic pollutants it has the potential to cause significant harm to the environment of air, water and land.

Practice : In compliance to the directive from the state govt. To completely ban single used plastics or so called disposable plastics from the current year the college has already taken up steps and finding ways to totally banished such plastics from the campus, and also advising students to say NO to PLASTICS outside college as well. There are no paper cups, plastic plate and spoon or straws used in our canteen. Steel plates, glasses and spoons are generally used instead of plastic made utensils. Even during college functions like seminars, fresher meet these practices are strictly observe. The college has also installed trash cans, waste bins in the campus. Recycling is such a simple things to do but so many people don't do it. It is a s simple as getting a bin and putting it out with our trash cans for free. Another way to recycle is to look for recycle cans near trash cans. Instead of throwing cycleables we made a place to take extra steps to locate recycling cans around the college campus. Many waste products like single used plastics, plastic wrap papers are collected separately. Instead of disposing them off they are kept intact to be hand over to dealers, to asked scraps for recycling. The plastics footprints account foe items that are regularly thrown into the garbage , including plastic bottle, cups, containers, trays, plastic straws, plastic baggies and food wrap and food packaging This is a programme which sets a special focus on the reduction and untimely the elimination of plastic bottles, glass, straw, wrapper, bags, packet etc.

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

<http://www.theliberalcollege.org/bestpractices.html>

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

It has been a long cherished dream of the college to built a large women hostel at the premises of the college. The institute wouldn't want the women section to feel that they are shunned by the society only because they are financially poor and live in remote areas with no communication with the outside world. Providing them safe accommodation and quality education with active empower them give them confidence in themselves. Empowerment includes the action of raising the status of women through education, raising awareness, literacy and training. In particular education empowers women to make choices that improve

their welfare including marrying beyond childhood and having fewer children. Crucially education can increase women's awareness of their right, boost their self esteem, provide them the opportunity to assert their rights. One of the major concern in our state is not only the limited numbers of rural girls going to college (specially those who live in the hilly areas) but also the limited educational path ways as well as the limitation of accommodation for their safe stay. In order to provide cheap, safe and suitable accommodation to the girls from low income groups, hostel has been opened at the premises of the college in 2013. A large block of two hundred capacities have been recently built. It is located at the proximity of NH-2 (Imphal Dimapur Road) in an area of about 2 acres and the remaining areas are of green coverage. The main objectives of the hostel are to provide a comfortable and homely accommodation, intellectual stimulation, cross cultural interaction and freedom with responsibility to the girl residents. The women hostel is aesthetically designed in a wide campus with a total of 98 rooms on two occupancy. The common room and open green areas attached to it is meant to provide moments of leisure. A community area is also provided in each block for use by residents to promote interaction among students. Funding and management: The construction of the hostel building is funded by Ministry of Tribal Affairs, Govt. Of India. All the management and functioning of the hostel will be done by the college.

Provide the weblink of the institution

<http://www.theliberalcollege.org/instdistinct.html>

8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year 2018-19 a. Introduction of standardised mechanism for reporting of AQAR to IQAC Cell. b. Upgradation of existing laboratories and purchase of equipment to promote student projects activities in practical work. c. To encourage the faculty members in research /PhD work through quality publication of journals. d. To conduct awareness programme on E-waste management, health issues, gender sensitisation etc. in collaboration with various agencies/organisation. e. To organise events and programmes to facilitate and promote students co-curricular activities. f. Organization of workshop and seminar to equipped the faculty members with the knowledge apart from routine teaching work. g. To maintain an updated database of research articles, books, book chapters, conference proceedings and seminar abstracts published by faculty members. h. To plant more trees/saplings of indigenous variety found in the local areas for locational advantage of the college.