



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

DM COLLEGE OF COMMERCE

**D M COLLEGE OF COMMERCE , IMPHAL WEST, MANIPUR
795001**

www.dmccommerce.edu.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The D.M. College of Commerce, Imphal is unique in the state of Manipur as it is the only government college of the Commerce stream in the entire state of Manipur. It is a co-educational institution. Since its inception in 1996, it was affiliated to Manipur University and from this year onwards, it has become one of the five constituent colleges of the Dhanamanjuri University. The college is located in the heart of Imphal, the capital city of Manipur. The college campus is bounded by the Thangmeiband Road on the northern and western sides and the National Highway No. 2 on the eastern and southern sides. The college campus is environmentally clean and free from noises of the busy city life. The college has a total area of about 47200.9Sq meter. The location of the college is very convenient to teachers, students and staff and they all can attend college everyday without any hassle.

Vision

Our Vision

“To emerge as a centre of excellence and innovation in the field of commerce and management education through leadership and professional education with social and human values”

Mission

Our Mission

- To develop highly competent professionals in the field of commerce and management education
- Grooming youths to become professional leaders in the field of Indian and international business activities.
- To enable young professionals to be responsible and responsive to the demands of the society in an ever changing environment.
- Providing for holistic and value- based development of students to boost their employability.
- Developing social and environmental consciousness among students so as to become responsible citizens.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Qualified and experienced faculty
- Study Centre of Institute of Company Secretary India
- Advanced Diploma Course in Foreign Trade
- Tally & GST Certificate Course
- Vocational Course in Retail Management

- Free Computer Education sponsored by Bharatia Vidya Bhavan
- 2 Hostels for Boys and girls, and 1MoBC Hostel for Boys
- 2 Auditoriums and 1 playground and 1 Gymnasium.
- Full time BBA Degree Course since 2009
- Opening of M. Com. Course in 2016
- 2 active NSS Units
- Information Counselling and Career Guidance cell
- 2 Smart Classrooms
- Regular Research Committee meetings related to Minor & Major Research Projects
- IQAC motivated faculty members for submission of self appraisal reports and other research projects
- Merit based Entrance/ Screening Test for admission

Institutional Weakness

- No active Placement Cell
- No active Parent- Teacher Association in the college
- Online Admission is not yet introduced
- The college is yet to install the Biometric Verification System
- Insufficient number of classrooms, Seminar/ Conference Hall and no state of the art Library and Staff Rooms

Institutional Opportunity

- Area of the college is around 12 acres
- It is the premier college in the state
- source of students surplus
- It avails some financial assistance under 2(f) and 12(B) of UGC Act 1956
- It is a full fledged Government College and one of the 5 constituent colleges of the Dhanamanjuri University Manipur

Institutional Challenge

- Being an old structure, constant repair and maintenance of the infrastructural facilities and the building as a whole is one of the greatest challenges
- The college is solely dependent on financial support from the government which is available only at specified intervals.
- The student- computer ratio is inadequate and many more computers need to be provided to the students.
- The library needs to be expanded and digitalised for its smooth functioning.
- Students' Reading Room needs to be expanded as well as Staff Reading Room
- Shortage of manpower due to non appointment of regular non teaching staff by the government

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

When the institute was affiliated to Manipur University it followed its curriculum design. From this year onwards, the institute has become one of the constituent colleges of the Dhanamanjuri University and as such it follows the curriculum prescribed by the university. Faculty actively participates in the curriculum design by participating at the syllabus revision workshops conducted by the university. Academic flexibility and bridging the gap between curriculum, industry and local needs is achieved by conducting certificate courses, career oriented courses, seminars and tie-ups through MOUs with leading institutions like the Company Secretaries of India, JCRL etc. The institute encourages self-employability by conducting Entrepreneurship Development Programmes. The institute caters to the needs of slow learners through extra remedial classes. Social awareness and community service is inculcated in the students through various NSS activities. To implement the curriculum, the College plans its semester academic schedule which clearly mentions the topics, number of working days allocated to the topics, marks allocated, periods to be taken by the concerned teachers per week and ensures high quality and meet the time schedule. The institute regularly conducts the feedback on curriculum & teaching learning processes. The outcomes of feedback are taken for corrective measures.

Teaching-learning and Evaluation

A highly competent teaching faculty is engaged to produce excellence in teaching and learning process by using interviews, group discussions, debates, projects, presentations and application of ICT resources of the institution. Admission is done strictly on merit basis through an entrance test conducted by the college under the Dhanamanjuri University rules. The seat intake of students is done according to the state government reservation policy regarding SC/ST/OBC/DP/PCP/SP of ex-servicemen. In order to have smooth conduction of teaching, meticulous planning is done prior to the commencement of semester. Tests and tutorials are conducted on a regular basis to ensure that the students grasp the concepts delivered in the classrooms. A feedback mechanism for the faculty by the students facilitates in continuous improvement in teaching learning process. The two-fold process of teaching and learning and the evaluation process represent the central activity of the college which is amply justified by the excellent academic result (over 65% success rate) of the college.

Research, Innovations and Extension

To cultivate the research culture into students and faculties, institute has established a Research Committee which comprises Principal, HoDs and Research Coordinators. The faculty are duly recognized and encouraged to participate in various workshops and conferences to remain abreast with latest knowledge and technology updates. Teachers continue to engage with research work of their specializations. Their published research works enhance their teaching quality; keep students informed about the latest scholarly developments in the topics they teach. Students participate enthusiastically in scholarly and field work, preparing seminar papers and projects. Institute arranges regular Industrial Visits, for students to enhance their application knowledge. The students are made aware of their social and moral obligations towards society through techno-social activities under NSS.

Infrastructure and Learning Resources

The institution has sufficient infrastructure for imparting quality education. The Institute has adequate number of class rooms, one computer laboratory, workshops and tutorial rooms. Specially, two class rooms are

equipped with state-of the-art facilities such smart board. The institute has two seminar halls with LAN, WiFi and ICT facilities which are used for multiple activities such as seminars, workshops and conferences. The library of the institution has enough collection of textbooks, reference books, journals, databases, magazines etc. However e-library facility is yet to be implemented. The increased demand for basic requirements like clean toilets with sufficient water supply and drinking water has been met recently with the building of separate toilets for male and female teaching and non-teaching staffs and students. College canteen provides varieties of food items to meet the demand of students, teachers and non teaching staffs as well as visitors. The office of the institution needs renovation and up-gradation but still enough to aid administrative and academic work respectively. For maintenance of the institution, it has different committees and a yearly fund is allotted.

Student Support and Progression

The institute has annual intake of about 400 students and total strength of around 1000 students coming from different parts of Manipur. It has mechanisms like Students' Guidance Cell, Grievances and Redressal Cell and welfare measures to support the students. The meritorious as well as SC/ST/OBC students are benefited with state and national scholarships under different schemes. Apart from regular under-graduate and PG courses, it also offers other courses like Company Secretary, Retail Management and computer course to help in the all round development of students. With initiative from former students as well as retired teachers, an Alumni Association has been set up recently to help interaction with students even after they have formally left college for higher studies.

Governance, Leadership and Management

Being a constituent college of the Dhanamanjuri University, the VC, the Registrar, the principal and the different committees of the college work in close collaboration to regulate and maintain an amicable and scholastic environment required for this purpose. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implement the decisions and policies of the authority. The Academic Council and other sub-Committees meet regularly to further implement important decisions regarding academic and co-curricular activities. The authority also encourages individual research work as a part of Faculty Development Programmes (FDP), Major and Minor Research Projects undertaken by the members of teaching staff. 2 NSS units, Career Counselling cell and Women Grievances cells have been operating to equip the students with leadership qualities and solve other problems. IQAC has been formed as per U.G.C guideline to render different tasks like, collecting self appraisal reports from faculty and feedback from the students. Students and teachers effectively contribute to the successful functioning of IQAC. Academic Audit is conducted every year. College website is regularly updated to provide exhaustive information regarding the overall functioning of the college.

Institutional Values and Best Practices

DM. College of Commerce, Imphal has a distinctive character of imparting exclusively Commerce and Management education in the state. The college is proud of extending opportunities to the pass out students to undertake their own business and any other income earning activities. It organises gender equity promotion programmes like "Women Discrimination at Workplace", "Lecture on Women Street Vendors in Conflict Area" etc. The college has a Green Club and initiates green practices. By constructing two ponds within the campus of the college, it is practising rain water harvesting. Besides, it also performs waste management

activities to deal with climate change and environmental problems. Students are encouraged to do research work and present papers using state of the art technology like powerpoint presentations at seminars, attend tutorials and submit assignments regularly. Post-graduate course in commerce has been introduced in 2016 to encourage higher studies. The college has two active NSS units as part of social extension programme. Career Counselling Cell and Women Grievances Cell constitute other best practices of the college which are aimed at addressing students' needs and general welfare. A state level management festival called 'Sin-Lang Festival' was organised in 2017 as a calendar programme with an aim to instil management skills practically to the management students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DM COLLEGE OF COMMERCE
Address	D M College of Commerce , Imphal West, Manipur
City	Imphal West
State	Manipur
Pin	795001
Website	www.dmcommerce.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Asem Nabachandra Singh	0385-2446805	8258861090	-	dmccprincipal@gmail.com
IQAC Coordinator	Lourebam Sanatomba Meetei	-	9856375996	-	lstmeetei@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	06-08-1996			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Manipur	Manipur University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	01-05-1998		View Document	
12B of UGC	01-05-1998		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	D M College of Commerce , Imphal West, Manipur	Urban	11.66	2832

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce Department	36	XII Passed	English	300	300
UG	BBA, Commerce Department	36	XII Passed	English	40	40
PG	MCom, Commerce Department	24	B.Com. Passed	English	40	40

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				12				24			
Recruited	1	0	0	1	9	3	0	12	13	11	0	24
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						3
Recruited	1		2		0	3
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	5	3	0	5	8	0	22
M.Phil.	0	0	0	0	1	0	5	3	0	9
PG	0	0	0	3	0	0	3	0	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		2	1	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	524	0	0	0	524
	Female	419	0	0	0	419
	Others	0	0	0	0	0
PG	Male	24	0	0	0	24
	Female	40	0	0	0	40
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	30	22	34	36
	Female	27	32	28	29
	Others	0	0	0	0
ST	Male	153	182	143	130
	Female	111	101	113	107
	Others	0	0	0	0
OBC	Male	140	120	157	182
	Female	140	113	171	172
	Others	0	0	0	0
General	Male	175	197	171	200
	Female	166	173	147	151
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		942	940	964	1007

3. Extended Profile

3.1 Program

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

Response: 5

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	3	2	2

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1007	964	940	942	822

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
504	482	470	471	411

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
302	283	272	268	221

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
37	39	19	19	19

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
37	39	19	19	19

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
6.53	6.20	5.34	5.29	4.75

Number of computers

Response: 75

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

D.M. College of Commerce is a full fledged government college affiliated to Manipur University. From 2018 it has become one of the constituent colleges of the Dhanamanjuri University. It follows the university prescribed curriculum.

Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follows:-

- The Annual Academic Calendar is prepared according to the University Calendar, specifying dates and duration for significant activities to ensure proper teaching –learning process and continuous evaluation and it is displayed in the Notice Board & College Website.
- Meeting is held in each department at the beginning and end of the academic year to discuss about the course distribution for the next academic session. The Head of the Department allots different papers to different professors considering their specialisation. Every department prepares teaching plan, allotting semester wise topics to be taught.
- Syllabus for the academic session is provided to the students at the beginning of the semester. HoDs maintain a personal diary for each department for effective academic planning and implementation.
- Classes as well as tutorials are conducted according to the Time-Table which is published in Notice Board & College website.
- Classroom teaching is done using ICT whenever required to make the teaching learning process more effective.
- Classroom teaching is complemented with seminars, workshops, special lectures, group discussions, Tutorials, Quiz, Power Point Presentation by the students, projects, group assignments, educational tours, field trips and industrial visits for effective delivery of curriculum. Records are maintained by each department and information is provided to IQAC for documentation.
- The College Library provides teachers and students with necessary teaching-learning materials for proper completion of curriculum. Library related information are well maintained and are provided to IQAC for documentation.
- All Internal Examinations like Unit Test and terminal examination are conducted to test the knowledge of the students as per the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. Remedial / Special classes are conducted from time to time for low achievers. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective teachers.
- The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by other colleges and Universities for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the Certificates of the above courses

are provided by faculty members to IQAC for documentation.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 3

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 278.2

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	20	14	11	11

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 60

1.2.1.1 How many new courses are introduced within the last five years

Response: 3

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 40

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 8.07

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
174	60	30	60	60

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The college has Business Economics & Business Environment and Environmental Studies as full papers for first and fourth semesters where students are taught and made aware about the basic components of environment and their application in business and various fields. It organizes various activities like tree plantation, cleanliness camp and public awareness with the help of students through blood donation camps, importance of hygiene and individual responsibilities regarding the same.

- Anti Ragging norms have been displayed on notice board and at various places like canteen, hostel etc.
- Complaints from students regarding Canteen, Hostel facility and institution are properly discussed and resolved with mutually agreed solutions.
- To match with today's need for fast and accurate information, institution provides internet facility to students. Student's inputs and complaint regarding the same are properly studied and addressed.
- Women Grievances cell to address the grievances of the girl students and lady faculty as well.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 2

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 2

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 138.03

1.3.3.1 Number of students undertaking field projects or internships

Response: 1390

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 93.71

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1007	964	940	942	822

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1075	1035	1005	1005	870

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
504	482	470	471	411

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Assessment of learning levels of the students

Induction Programs are organised for the newly admitted First Semester students for different courses.

- The programme begins with the welcome address followed by the Principal's Address.
- Co-ordinators of different courses explain about the course structure and curriculum of their respective courses.
- Heads of different departments also elaborate on the course content, scope of employment with regard to their specialised field of studies.

In the orientation, following points are discussed:

1. First year Course/Examination structure
2. Academic Calendar
3. Passing criteria, grading pattern, re-examination
4. Distribution of information brochure.

Before commencement of classes, the students are classified as Slow/Advanced Learners based on HSC Marks and performance in the entrance test.

Strategies for slow learners:

- Tutorials / remedial classes are conducted for these students after class hours. Doubts and personal

difficulties regarding the subject are resolved in these classes.

- Poor performance due to frequent absenteeism is dealt by sending letters to the parents of such students. Extra classes are conducted for the full coverage of the syllabus where the involvement of the students is ensured which results in the interactive teaching learning process.
- Counselling and mentoring sessions conducted in a friendly way help the students to overcome their psychological problems and achieve their goals successfully.
- Career Guidance Cell of the college conduct personal counselling for better results in the examinations, more regular attendance, increase participation in co curricular activities, better discipline on campus and respectful relationship between teachers and students.**The Advanced Learners**

The advanced learners are identified by the concerned faculty based on

- Student profile maintained.
- Their performance in internal assessment tests, end-semester examination.
- Active participation, involvement, performance in the classroom/academic clubs/seminars, etc

Strategies for Advanced Learners

- Experts from the different colleges/universities/ industries are invited to conduct the classes/ Talk Programme for enhancing their personality development and career guidance. Faculty exchange programme may be included as a future plan.
- The different departments organizes student seminars, group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills.
- Motivating them with awards, and prizes for departmental activities.
- Motivation to appear for competitive exams is given and with that purpose in mind the college has a particular cell called 'Entry to service' where students are imparted knowledge for such examinations.
- Computer facility with internet connection and Wi-Fi connectivity are provided to the students.
- Interactive sessions/workshops with successful alumni and other successful personalities are held to motivate students.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 27.22

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Experimental learning:

- The college imparts knowledge which develops critical thinking and creative imagination among students so that they become responsible citizen of the country in their future life.
- Computer Laboratory with Wi-Fi internet facility is provided to students for gaining IT knowledge and skills, update information about financial institutions, stock market and market trends and various issues concerning trade & commerce.
- Business and entrepreneurial skills is inculcated among students to start their own ventures.

Participative learning

- An Annual Management Festival under the banner of 'Sin Lang Festival' for three days is organised by students of the institution with the supervision of teachers to provide hands on experience of managing events and other leadership enhancing activities.
- Students are encouraged to participate in Management Festivals, Workshops related to business and financial issues and other various events.
- Arranging field/industrial visits.
- Conducting sessions like group discussion, seminar, and quiz, poster presentation to make the learning more interactive and collaborative.
- Inter-collegiate events like Manfete, Inter- college Festival etc.
- NSS camps are organised from time to time helping student volunteers to develop their leadership qualities by interacting with target community, cultural exchange and awareness about different socio- economic and environmental and disaster management issues.

Problem solving methodologies

- Teacher-Student Tutorial System is in place to enable the high achievers to reach excellence and the slow learners to bridge the gap so that they reach the minimum qualifying level.
- The college Career and Guidance Cell along with the faculty guide students in preparing for various

job oriented examinations.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 62.16

2.3.2.1 Number of teachers using ICT

Response: 23

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 27.22

2.3.3.1 Number of mentors

Response: 37

2.3.4 Innovation and creativity in teaching-learning

Response:

To facilitate teaching-learning process, the college makes use of ICT. The college faculty uses laptops and LCD projectors in the classrooms to make learning more interesting for the students. Video clips and documentary films related to the subject matter are shown to assist students to understand the subject matter from different perspectives in a convenient and easy manner. To make the students confident of themselves, paper presentations are encouraged. After teaching a topic, the teacher gives the students assignments, which may include paper presentations on that topic.

Mentoring system is there for students where teachers undertake personal mentoring of the students. Teachers discuss academic difficulties with students personally and figure out remedial measures. This practice helps to ensure maximum success rate and minimize failure.

The teachers also undertake tutorial classes to enhance students' performance. Tutorial classes are allotted in the master routine to help in the process. Departmental quizzes are frequently held by the departments to encourage learning among students. Research projects 6th semester students are made compulsory in the

curriculum. This makes the students research oriented and helps them in understanding research methodologies. Educational tours and Industrial Visits are undertaken annually within and outside the state and also to foreign country like Myanmar. Last but not the least, all the departmental faculties arrange for special lectures by eminent academicians, Chartered accountants and successful entrepreneurs from various industries.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 60.56

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	21	12	12	12

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 14.16

2.4.3.1 Total experience of full-time teachers

Response: 524

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State,

National, International level from Government, recognised bodies during the last five years**Response:** 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 4.21

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:****Assessment and Evaluation process**

This is a two tier system.

1. University defined and**2. Institute defined**

The institution was affiliated to Manipur University for the last five years. End-semester examinations are conducted by the university after each semester. For BBA course, 80% of the total weightage is assigned to End Semester university examinations while the remaining 20% is undertaken by the institute. For M.Com course, the weightage of the examination is in the ratio of 75:25. However in the case of B.Com course, 100% of the weightage is assigned to the university examinations. Apart from the above mentioned examinations, the institution also conducts different forms of internal evaluation/ examination such as Class Test, Group Discussion, Presentation, Pre Final Examination etc. The college has made it compulsory for students to attend all these. Different committees have been formed to supervise and look after activities of the college. Each committee is headed by a convenor. The Principal and Examination Committee schedules and executes the evaluation process with strict monitoring on regular basis. Project Work is compulsory for the 6th semester students of B.Com. Course as well as the 4th semester students of M.Com. Course. Field work, Excursion Reports and student presentations have been made an essential part of all courses.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Transparency initiatives at college level:

- Basic eligibility for evaluation process is made known to students through Prospectus, notice boards and class counselling. This includes distribution of marks and schedule of internal evaluation and university evaluation.
- Institute also notifies the criteria for allocation of Project Work and dissertation where students are allocated supervisors.

Robustness in terms of Frequency

- Continuous assessment report for all the courses is displayed in respective Notice Boards.
- Staff meetings are conducted periodically to review the evaluation process.
- Unit tests marks are made available to the students and feedback given.
- Semester wise marks are made accessible at the end of each semester for students information.

Robustness in terms of Variety

- Solving grievances of students if any.
- Internal examiners are appointed for Project work evaluation.
- The Principal verifies the internal marks for all the students at the end of each semester.

File Description	Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

If there is any tabulation related error in the assessment in examinations conducted by the college, corrections are duly made by the relevant faculty member. The doubt and enquiries of the students are met and clarified by the concerned teachers. In case of error in University level examinations, the concerned student has to make an application to the Controller of Examinations by paying a relevant fee for re-evaluation. The Parent- Teacher Meetings are held as and when required. Interactions between teachers and parents of students with poor attendance and performance in class and unit tests are arranged timely to bring desired level of improvement. Home assignments are given to students who could not attend unit tests for bridging gap between those who had attended such tests. Home assignments are also given to provide the students with a broader understanding of the subject of their study. In case of student with psychological instability or examination-phobia, the faculty members try to deal with sympathetically.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Preparation of Academic Calendar

Manipur University and Dhanamanjuri University publish academic calendar for every year.

Contents of Academic Calendar

- Induction programme
- Commencement of teaching
- College Week : Sports, Literary , Cultural & Management Programmes
- Conclusion of Teaching
- Theory Examination/ Viva Voce dates
- Result declaration dates
- Submission dates
- Holidays

This university calendar is used as a reference point to prepare academic calendar of the institution. Academic calendar is prepared and circulated well in advance to all concerned. The calendar is uploaded in the University and college website. It mainly consists of start and end dates of the teaching, examination, result declaration and submission dates, Holidays, etc.

File Description	Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

Mechanism of communication of COs

- Decided in the Academic sub committee meeting by the Head of the Departments
- Posted in the college website
- Posted in the college notice board
- Intimated to the students in the class room

UNDER GRADUATE COURSES

COURSE OUTCOME: Bachelor of Commerce

- In Business Communication paper, the basic objective is to develop effective business communication skills.
- Accounting paper aims at equipping the students with the knowledge of accounting process and preparation of final accounts and to develop the skills of recording financial transactions and preparation of reports.
- Business Economics & Environment is taught to facilitate the students to learn the concepts of business economics and environment and apply them in real life situations.
- The students are familiarized with concepts and principles of Management in Principles of Management paper.
- Fundamental of Entrepreneurship paper enable students to develop the importance of entrepreneurship and to understand the generation of self employment.
- Basic knowledge about fundamental of computer are imparted in Fundamentals of Computer paper.
- Commercial Laws paper makes the students learn the basics of business laws and apply them in real life situations

•

COURSE OUTCOME: Bachelor of Business Administration

- The objective of Functional English Paper is to teach the students the usage of the English language to perform a specific function and give them a foundation of English required for academic study and career progression

- Financial Accounting Paper aims at equipping the students with the knowledge of accounting process and preparation of final accounts and to develop the skills of recording financial transactions and preparation of reports
- Students are familiarized with concepts of Management in Principles and Practice of Management Paper.
- Business Economics Paper deals with application of economic theories, laws and practices in solving decision making problem faced by business establishments.

- **COURSE OUTCOME: Master of Commerce**

- Entrepreneurship Development and Small Business Management Paper aims at giving exposure to the students to entrepreneurial culture and industrial growth and with a view to enabling them to set up and manage small business units.
- The objective of Financial Management is to help students in understanding the conceptual framework of financial management and its application under corporate world.
- Business Statistics & Application deals application of Business Statistical Analysis and Operation Research (Quantitative Technique) that can be applied in the real life business situation for decision-making.
- Marketing Management facilitate understanding of the conceptual framework of marketing and its applications in decision making under various environmental constraints.
- Advanced Financial & Management Accounting acquaints students with the accounting concepts, tools and techniques for managerial decisions.
- Banking & Financial Institutions provides understanding of the functioning of financial markets and institutions and their role in Indian economy.
- Managerial Economics provides an understanding of economic principles related to business planning and decision-making
- The objective of Business Strategic Management is to enhance decision-making abilities of students in situations of uncertainly in a dynamic business environment.
- Research Methodology & Dissertation aims at equipping students with an understanding of the research process, tools and techniques in order to facilitate managerial decision-making.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The education system of the college is student centric where the students are expected to be able to perform at the end of each semester. Teaching Learning Process Cycle has three phases, namely, Planning Phase, Action Phase and lastly the Measure and Analysis phase. The first one being the Planning phase the course Outcome and Objectives are set and the curriculum is designed. The method of assessment and schedule of assessment is also done. In the second phase the content in the curriculum is taught and question papers

are set. Internal assessments are conducted and evaluation is done. In the third phase, based on the marks obtained by the students the college measures the COs and POs attainment, analyze and take appropriate actions so that there is a continuous improvement. Attainment of program outcomes and course outcomes are duly evaluated by the institution. A feedback system is used to assess teaching- learning process in which the final semester students are provided with feedback forms to be duly filled up by them providing inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, its faculty members etc. Grievances Redressal Cell, Teacher Guardian Meeting, publication of Merit List, attendance percentage etc are a regular practices of the college. In order to achieve program outcomes, the college holds entrance tests and interview to ensure quality of students enrolled and for a better pass percentage as well as reputation of the college.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 71.02

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 201

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 283

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 9.24

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2.3	0	6.9375

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 10.81

3.1.2.1 Number of teachers recognised as research guides

Response: 4

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.26

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 39

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college offers courses in B.Com. BBA and M.Com courses in which ecosystem for promoting innovations and business start up is inbuilt in the course curriculum itself. Entrepreneurship knowledge and skill are imparted in different forms under class room deliberations, tutorial classes, invited lectures, interactions with successful entrepreneurs and various business practices to develop a comprehensive and well structured business plan for a new venture. The students are also taught how to generate innovative ideas by scanning the environment and identifying and tapping the opportunities arising therein. Government policies like Act East policy, Indo Myanmar Trade and commissioning of Trans Asian Highway, connecting India with the rest of the South Asian countries offer enumerable opportunities for new start ups. Practical exposure in the form of industrial visits, research projects etc are regularly organised wherein students are given opportunity to interact with entrepreneurs and gain first hand experience regarding operation of business.

Other courses like Company secretary, Tally & GST and computer etc are also offered for enhancing skill and knowledge of the students. Company Secretary Course provides a platform for the students to prepare themselves for becoming a Company Secretary. Tally & GST and Computer courses give student the opportunity to work in Corporate Houses as Accountants and IT professionals. Hence these courses aim at creating and transferring knowledge to students for becoming successful entrepreneurs in the near future and meet the demands of the ever changing local and global economy.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 4

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**Response:** Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 1.09

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	3	11	6

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in

national/international conference proceedings per teacher during the last five years**Response:** 1.88

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	9	16	3

File Description**Document**

List books and chapters in edited volumes / books published

[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

- Faculty and students are involved in various community works. Such initiatives facilitate the students to acquire ethical and social values and help them develop as a responsible citizen.
- The college has a Green Club which regularly organises environmental protection activities like tree plantation and cleanliness programme within the campus as well as in the neighbouring localities.
- Faculty and students actively participate in Swachh Bharat Abhiyaan in campus and in and around Imphal city.
- Humanitarian aid is contributed by faculty members in the event of natural disasters like flood, earthquake etc.
- Various awareness programmes are organised by the students of the institution. Some of the programmes worth mentioning are Disaster Awareness to Community, Traffic Awareness, Health Awareness Camp, Blood Donation Camp, Fire Safety Awareness, Food & Hygiene Awareness, etc.
- Institution has two NSS Units through which different social activities are planned for each academic year.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years**Response:** 7

3.4.2.1 Total number of awards and recognition received for extension activities from Government

/recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	1	1

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 4

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	1	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 25.66

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
500	400	0	350	0

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 12

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	4	0	0	1

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Teaching -Learning Equipment's in classroom:

The institution has fifteen (15) Class Rooms comprising 3 Classrooms for BBA Course; 2 for M.Com Course and another 10 for B.Com. Course. The mode of teaching is both conventional Marker with White Board & Lecture method along with Digital mode such as Smart Board, Projector etc.

At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments, lab technicians and after reviewing course requirements, computer student ratio, budget constraints, working condition of the existing equipment and also students' grievances. Assessment Report incorporating these suggestions is forwarded by the Principal to the concern higher authority.

The Office Administration plans ahead and provides all requirements regarding classrooms, laboratories, furniture and other equipments.

Workshops/awareness programs/training programs for faculty are conducted to ensure the effective utilisation of new technology like Smart Board etc. Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, meetings, seminars, conferences etc., The Institution is also utilised as an examination centre for various Recruitment examinations, Government examinations/ University Examinations like UPSC, MPSC (Manipur), SSC, IBPS, RBI, SBI etc.

Particulars	Description	For Existing Intake	
		Required	Availa
Class Rooms	Good conditioned, well designed classrooms with white boards	15	15
Tutorial Rooms	Well equipped with white board & other infrastructures	5	5
Computer Laboratory	Multiple sets of computers with WiFi facility	1	1
Seminar Hall	Well equipped in all respects to conduct Seminars & Workshops	2	2
Library	Separate reading rooms for teachers & students	1	1

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

- To encourage personality development, team spirit and leadership qualities among students, the institute encourages students to participate in various sports and games at different levels – College to University & National level with dedicated Teacher in Charge of Sports.
- Two seminar halls are available in the institute for college level cultural activities like Fresher’s Annual Social Meet, College Week and for conducting workshops, Alumni Meet etc.
- Well maintained Sports ground has been developed for football, cricket, basket-ball, volleyball and other athletic events etc. Games & Sports Competitions are annually organised during the College Week.
- An Indoor Game Hall exists in the campus for conducting different types of indoor games like table tennis, Badminton, Sepak Takraw, Chess, Carom, etc.
- NSS units of the college provide opportunity to students to participate in Blood donations camps, social awareness camps etc.
- Students are encouraged to organize various cultural activities in the college. Festivals like Foundation Day, Independence Day, Republic Day, Patriots Day, Irabot Day, Mahatma Gandhi Jayanti, Teacher’s Day, etc are celebrated by students actively.
- An annual management Festival called “Sin Lang Festival” is organised by the students of college at state level under the guidance of teachers in which different competitive events are show cased.

File Description	Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 33.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 19.92

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.30	1.24	1.06	1.05	0.95

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

- The college has a central library with a traditional Catalogue System for students and staff. The reading room is well furnished to accommodate teachers and students and provides a scholastic environment for study. A visitor's book is maintained for students and staff.
- Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign noting the time of entry and exit.

Library Automation is under process.

Facilities available:

No of printers: 02

Photocopy Machine: 01

Desktop Computers: 3

Laptop: 1

WiFi Facility

File Description	Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Sl. No.	Name of the Book	Publisher(s)	Author(s)	No. Of Copies
1.	Webster's Encyclopaedic Unabridged Dictionary of the English Language	Gramerey Book		1
2.	Cheitharol Kumbaba	Manipuri Sahitya Parishad	L. Ibungohal Singh & N. Khelchandra Singh	1
3.	Khamba Thoibi Seireng 3rd Edn.	H. Anganghal Singh	H. Romoni	1
4.	Twentieth century Poetry in English	OUP	Ian Hamilton	1
5.	Handbook of Commercial Law	Mukherjee & Co. Pvt., Calcutta	A.K. Sen	1
6.	Basic Business Statistics: Concepts & Application	Prentice Hall, New Jersey	Mark I. Berenson & David M. Levine	1
7.	Strategic Management: Concepts & Cases	Irwin, Chicago	Thompson Strickland	1
8.	Advanced Accountancy	Kalyani Publishers, New Delhi	S.P. Jain & K.L. Narang	1
9.	Multinational Financial Management	Prentice Hall, New Delhi	Alan C. Shapira	1
10.	Operations Management: Focussing on Quality & Competitiveness	Prentice Hall, New Jersey	Roberta Russel & Bernard Taylor	1
11.	Business Law	West Publishing Company, New York	William Scantz & Janice E. Jackson	1
12.	Managerial Accounting	Houghton Mifflin Company, Boston	Don Ricketts & Jack Gray	1
13.	Electronic Commerce: Managerial Perspective	Prentice Hall, New Jersey	Efrain Turban, Jae Lee & Co	1
14.	Business Environment & Public Policy	Prentice Hall, New Jersey	Rogene A. Buchhotz	1
15.	Macroeconomics	Houghton Mifflin Com., Boston	Bronfenbrenner, Sichel & Gardner	1
16.	Calculus for Business & Economics	Macmillan College Pub. Co., New York	James H. Fife	1
17.	Management	Houghton Mifflin	Kreitner	1

		Com., Boston		
18.	Statistics for Management	Prentice Hall, New Delhi	Richard Levin & David Rubin	1
19.	Management Science	West Pub. Co., New York	David R. Anderson, Dennis Sucerney & T. William	1
20.	Marketing	West Pub. Co., New York	Willam Zikmend & Michael D'Amico	1
21.	Cost Accounting: Traditions & Innovations	West Pub. Co., New York	Jesse T. Barfield, Cecity A. Raiborn & Michael Kinney	1
22.	Management : Concepts, Practices & Skills	A Simon & Schuster Co., New Jersey	R. Wayne Mondy & Shane R. Premeaux	1
23.	Calculus for Business economics & Social & Life Sciences	Mc. Graw Hill Inc., New York	Lawrence Hoffman & Gerald Bradley	1
24.	Financial Accounting	Houghton Mifflin Co. Boston	Belverd E. Needles	1
25.	Introduction to Financial Accounting	Prentice Hall, New Jersey	Charles T. Horngren & Gary Sundem	1

File Description	Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years

(INR in Lakhs)**Response:** 1.03

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.11	1.06	1.03	1.03	0.90

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 6.23

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 65

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

The institution has some basic IT infrastructure facilities and they are being updated from time to time. Annual report on IT facilities up-gradation is given below:

2013-14

- 3 Portable projectors
- 8 Desktops & UPS
- 6 Laptops
- 3 Printers/ scanners/ etc.
- 3 Antivirus software
- 1 OHP

- 2 Screens

2014-15

- 1 Smart board
- BSNL Broadband line
- 25 Desktops & UPS
- 4 Laptops
- 2 Printers/scanners etc
- Antivirus updated

2015-16

- 10 Desktops & UPS
- 4 Laptops
- 2 Printers/scanners etc
- BSNL Broadband line upgraded
- 1 Generator
- Antivirus updated
- 1 Pointer

2016-17

- 1 Smart board
- The college tied up with Reliance Jio for providing free 4G data through Wireless Routers to all students, faculty & staff members.
- 7 Desktops & UPS
- 3 laptops
- 2 Printers
- 1 Generator
- Antivirus updated

2017-18

- 3 laptops
- Jio WiFi connection @ 1GB per day per subscriber
- 2 Printers
- Antivirus updated

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio	
Response: 13.43	
4.3.3 Available bandwidth of internet connection in the Institution (Lease line)	
>=50 MBPS	
35-50 MBPS	
20-35 MBPS	
5-20 MBPS	
Response: >=50 MBPS	
4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	
Response: No	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years				
Response: 100				
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)				
2017-18	2016-17	2015-16	2014-15	2013-14
6.53	6.20	5.34	5.29	4.75
File Description	Document			
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document			

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

Response:

- The college has Development Committee with the Principal as the Convenor and some senior faculty as members that oversees the construction and maintenance of buildings, classrooms and laboratories.
- Proposal for construction and maintenance of physical infrastructure are forwarded to the concerned higher authority for approval and sanction.
- Non teaching staff is employed to maintain hygiene, cleanliness and infrastructure on the campus. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each Block- Eastern & Western Blocks. Wash rooms , rest rooms and garden are well maintained. Dustbins are placed at desired places.
- Working condition of all properties/ equipment on the campus is ensured through outsource Contractors. The Contract work includes maintenance of Generator, Water Purifiers, Electricity, Plumber, Road repairs and maintenance, retaining walls, parking, furniture repairs, masonry, plaster works, painting, carpentry, house-keeping, etc.
- Computer Lab assistants under the supervision of the Principal maintain the efficiency of the college computers and accessories.
- Pest control of library books and records is done every year by the library staff.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 35.04

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
410	381	344	276	239

File Description

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

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 19.52

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

2017-18	2016-17	2015-16	2014-15	2013-14
60	57	40	355	360

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 23.7

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

2017-18	2016-17	2015-16	2014-15	2013-14
96	95	62	45	30

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 75.17

5.2.2.1 Number of outgoing students progressing to higher education

Response: 227

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	0	0	0	0

File Description

Number of students qualifying in state/ national/ international level examinations during the last five years

Document

[View Document](#)

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) during the last five years.

Response: 0

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students' Union is constituted by election from among the eligible candidates through ballot system. The tenure of the elected members is 1 (one) year.

Constitution

- Principal as President
- A Senior Faculty is nominated as Vice President

Functionaries of the Union:

- General Secretary
- Finance Secretary
- Games & Sports Secretary
- Debate & Extension Secretary
- Magazine Secretary
- Social & Culture Secretary
- Boys' Common Room Secretary
- Girls' Common Room Secretary

*Each Secretary except General Secretary works under a Teacher in charge appointed by the President.

Student Union	2017 -18	2016 -17	2015 -16	2014 -15	2013 -14
Committee					
President	Dr. Ph. Ibomcha Sharma	Dr. Ph. Ibomcha Sharma	Ng. Brajakumar Singh	Ng. Brajakumar Singh	Ng. Singh
Vice President	Raibirola Kojam	Dr. H. Sumatibala Devi	Dr. N. Jayanti Devi	Ch. Mary Thomas	1.
General Secretary	K. Elizabeth Devi	A. Surjit Singh	Ch. Bikramjit Roy	L. Sanatomba Singh	Th. Ma
Finance Secretary	T. Nilakanta Singh	Sanju Longjam	N. Sajoykanta Singh	Yuingam Shimray	H. Ama
Games & Sports Secretary	Daiguingam Peter	Ningtingdin Kamei	Gen Sen Kipgen	M. Jhonbush Singh	N. Arvi
Debate & Extension	S. Sushmita Devi	K. Elizabeth Devi	Deepika Salam	Ch. Thajamanbi	Th. Sor

Secretary				Chanu	
Magazine Secretary	Th. Lenin Singh	H. Rohit Singh	Kennedy Chingtham	Kennedy Chingtham	Y. Riya
Social & Culture Secretary	K. Rahul Singh	T. Ningachan	N. Malemnganbi	Md. Aurangazeb Alamgir	M. Ben
Boys' Common Room Secretary	Neta Loitoingbam	K. Gunindro	S. Diranjoy	Th. Raju Singh	
Girls' Common Room Secretary	Diana Sapam	Kh. Sophia Devi	O. Ratika Devi	N. Seitabhama Devi	Lanthir

Activities

The Students' Union organizes various activities from time to time during their tenure. General Secretary takes the role of supervision of activities undertaken by other Secretaries. Finance Secretary is responsible for organizing or arranging internal as well as external excursions. Games & Sports Secretary is in charge of organizing annual Games & Sports events, selection of college representative for participation in Inter-College Sports Events. Debate & Extension Secretary has a duty of organizing Annual College Literary Meet. Magazine Secretary takes the responsibility of publishing annual College Magazine. Annual Social Freshers' Meet is organized in the college with Social & Culture Secretary taking the leading role. It also take charge for selection and sending of college representative for participation in Inter-College Cultural Meet organized by University. Boys' & Girls' Common Room Secretaries organize indoor sports events during College Week.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 15

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	15	15	15	15

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumni Benefits for Students:

1. A Network of Professionals

Alumni association is an immense network of professional contacts. Students can use alumni directory to connect with people who could be great resources for various information and introductions. They can also attend events and join professional groups to build relationships over the long-term.

2. Career Services

When students want a career change, the next promotion, or other careers, alumni association can help them. Alumni are usually offered exclusive job postings, resume reviews, seminars, and a variety of resources. More in-depth services, like career counseling are also available.

Additionally, if they want to go to a new field of studies, they can take education classes, certificate programs, or others.

3. Travel Benefits

Whether for work or pleasure, students can take advantage of their alma mater as most alumni associations offer discounted rates for airport parking, rental cars, and perks at hotel chains. There are also many travel programs sponsored or hosted by alumni association. Institutions often provide opportunities that can range from weekend trips to family excursions to big adventures. Trips frequently include faculty members who'll act as educational guides, a specific focus, and—most importantly—trip coordination, so students can just show up and enjoy.

4. Financial Service Benefits

Many institutions offer discounted rates on car, home, and health insurance. They even offer pet, travel, disability, or long term care insurance.

5. Other Services

For financial services beyond insurance, institutional credit unions can provide with a number of advantages over standard bank like fewer fees, lower car and mortgage rates, more personalized service. All of which can be available through such credit union. The association also provides alumni discounts on movie tickets, amusement park fees, and retail and restaurant establishments etc.

Alumni Objectives:

1. To keep a roster of all Alumni of college and their pertinent data.
2. Maintaining the updated and current information of all Alumni.
3. To encourage, foster and promote close relations among the alumni themselves.
4. To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.
5. To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni.
6. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni
7. To let the alumni acknowledge their gratitude to their Alma Mater

Committee Members:

Executive Body:

1. President: Dr. Ch. Mary Thomas
2. Vice- President: Chongtham Sanjay Singh, CA
3. Vice- President: Premjit Thokchom
4. Gen. Secy: L. Bobby Singh
5. Jt. Secy: L. Haridas Singh
6. Jt. Secy: Jenny Thokchom
7. Jt. Secy: L. Ranjoy Singh
8. Treasurer: M. Minarani Devi
9. Pub. Secy: S. Tomba
10. Asst. Pub. Secy: Rohit Thangjam

Members:

1. N. Ratankumar
2. Ksh. Tulachand
3. Durjamani Th.
4. Sarjubala K.
5. Heromen N.
6. L. Jenson

- 7.Ch. Jansen
- 8.Khadrakpa M.
- 9.Devajit Y.
10. Y. Debachandra
- 11.J. Ria
- 12.O. Monica
- 13.M. Debajani Devi
- 14.Brojen Singh
- 15.Tomthin Singh

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

D.M. College of Commerce, Imphal came into being on 6th August, 1996, the Golden Jubilee Year of D.M. College, bifurcating from the erstwhile D.M. College of Arts & Commerce. The college is unique in the state as it is exclusively imparting commerce education upto Post Graduate level (M.Com.). The college is a co-educational institution having all the paraphernalia of modern education. Besides the different departments of Commerce, the college has other Departments like Economics, Mathematics and Language Departments like English, Manipuri & Hindi. It has the necessary infrastructure in terms of physical facilities, academic staff, professional support and non academic staff.

Our Vision

“To emerge as a centre of excellence and innovation in the field of commerce and management education through leadership and professional education with social and human values”

Our Mission

- To develop highly competent professionals in the field of commerce and management education
- Grooming youths to become professional leaders in the field of Indian and international business activities.
- To enable young professionals to be responsible and responsive to the demands of the society in an ever changing environment.
- Providing for holistic and value- based development of students to boost their employability.
- Developing social and environmental consciousness among students so as to become responsible citizens.

The functioning the college is done under the supervision of the Principal along with various committees comprising of Faculty members and non teaching staff. Development and implementation of the policies is carried out in tandem with the mission and vision of the college. The Committees of the college work in close collaboration with the Principal to regulate and maintain an amicable and academic environment required for this purpose. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implement the decisions and policies of the management. The head of the Institution personally communicate with staff members to ensure they are not encountering any problem in regard to their work in monthly General Meetings. Head of Departments meet regularly with Principal to discuss and further implement important decisions regarding academic and co-curricular activities of the college. The institution strictly follows the Academic calendar to accomplish its objectives. The Research Committee encourages individual research work in the form of Faculty Development Programmes (FDP), Major and Minor Research Projects undertaken by the members of teaching staff.

Under the guidance and leadership of IQAC, all Faculty members actively participate in designing and implementing the strategic action plans as well as maintain an eco-friendly green and clean college in association with Green Club of the college. In order to alleviate the rigours of a demanding college curriculum, the students are encouraged to participate in co-curricular activities such as Seminars, Quiz, Debates, Inter-college competitions, Workshop, Annual college social, Annual college sports and Cultural programmes.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Decentralization

Institute has a mechanism for delegating authority and providing operational autonomy to the College Committees like IQAC, Research Committee, College Development Committee, Examination Committee etc to work towards decentralized governance system.

Principal Level

The Principal as the Convener of all the Committees delegates the academic and operational decisions to the concerned Committees in order to fulfil the vision and mission of the institution. Executive members of the Committees formulate common working procedures and entrusts the implementation with the faculty members.

Faculty Level

Faculty members involve in various committees and are allowed to conduct various programs to contribute in their respective fields. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie-up with industry experts and appointed as coordinator and convener for organizing seminars, workshops, conferences, FDPs.

Student Level

Students are empowered to play an active role in co-curricular and extracurricular activities through Students' Union. They also take active part in NSS activities.

Participative Management

The institute promotes a culture of participative management by involving staff and students in various activities. Both students and faculties are allowed to express their views, opinions and suggestions to improve the excellence in any aspect of the Institution.

Strategic Level

The concerned authority along with the Principal, HoDs and staff members are involved in defining the policies/procedures, framing guidelines and rules/regulations pertaining to admission, discipline, grievance, counseling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institution. For the various programs to be conducted by the institution staff members meet, discuss, share their opinion and plan for the event and form various committees. Staff members are also involved in deciding academic activities and examinations to be conducted in institution.

Functional Level

At functional level the faculty members participate in sharing the knowledge by discussing on latest market trends, emerging issues concerning trade & commerce and IT developments etc during faculty meeting. Faculty members also write joint research papers and share their knowledge.

Operational level

The Principal of the institution is the Convener of the College Committees. The Principal and HoDs in consultation with the concerned higher authorities give suggestions and monitor the procurement, introduction of new programs and welfare activities. The Principal is responsible for academic, non academic and administrative activities of the institution. On behalf of the institution, he interacts and corresponds with UGC, Govt. of Manipur, Affiliating University, etc.

The budget is earmarked for students to participate in various programmes organized by the institution. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards. Office staff is involved in executing day to day support services for both students and faculties.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment**6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution****Response:**

Yes, the college has a strategic plan for development in the next five years. The institution takes effort in finding the key performance indicators for performance assessment and development. It addresses the issues from the perspectives of the faculty as well as the students and takes steps to fulfil their requirements.

The Institute has following Perspective & Strategic plans:

- Currently the college admission process is done manually by following three tier systems- Entrance Test, Personnel Interview & Group Discussion and Counselling. To increase transparency in the admission process, the college is planning to introduce Online Admission System and optimise its efficiency through real-time monitoring. Implementation of Online Admission system will ensure ready availability of data regarding the admission procedure, vacancy of seats, college regulation etc to the prospective candidates.
- Establishment of Entrepreneurship Incubation Centre is on the pipeline. It will provide a platform for inspiring and innovative start up to transform their business ideas into reality by providing funding supports, infrastructure, mentoring of leadership and management and legal advisory services etc.
- Digitisation of library is under consideration by introducing Library Automation software to provide centralised management and processes for different types of libraries and library activities such as acquisition, cataloguing, circulation, administration, reporting and patron records.
- Office Automation by introducing Office Automation Software is under process.
- Up-gradation of Career Counselling Cell by organising more interactive programmes by inviting eminent personalities and renowned entrepreneurs.
- A scholarship cell is under consideration for giving awareness regarding various government scholarship schemes and providing assistance for applying of the schemes.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The institution has been affiliated with Manipur University since the beginning. But recently, it has become a constituent college of Dhanamanjuri University which was introduced as a state university by the government of Manipur and has been recognised by the UGC recently. Being a constituent college of the Dhanamanjuri University, the VC, the Registrar, the Principal and the different committees of the college are responsible for policy making, regulation and maintaining an amicable and scholastic environment. The decision making procedures are met at appropriate levels in the organisational hierarchy.

Regarding college administration, the Governing Body takes the role in decision making. The Governing body consists of

1. The Vice Chancellor
2. The Registrar
3. Controller of Examinations
4. Principal(s)

5. HoDs
6. Hostel Wardens
7. Non Teaching Staff Representative

The Principal executes any academic and administrative plans and policies of the college with the help of the following sub-committees:-

1. IQAC Cell
2. Admission Committee
3. Prospectus Committee
4. Library Committee
5. Examination Committee
6. Research Committee
7. Development Committee
8. NSS
9. Canteen Committee
10. College Website Committee
11. Women Grievances Cell
12. Career Counselling Cell
13. Day Child Care Centre
14. Magazine Committee
15. Publication Cell
16. Games & Sports Committee
17. Cultural & Literally Committee
18. Excursion Sub- Committee
19. Green Club
20. Hostel Committee

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

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

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**Response:****Effectiveness of minutes of meetings and implementation of their resolutions through various bodies' cells committees**

Sl.No.	Title of Committee	Date of Meeting	Item for Action	Action Taken
1.	Games & Sports Committee	2 Feb. 2018	Conducting College Week	Done
2.	Cultural & Literary Committee	2 Feb. 2018	Conducting College Week	Done
3.	IQAC	20 April, 2018	Preparation for NAAC Accreditation	Process begun
4.	Prospectus Committee	24 May, 2018	Preparation of New College Prospectus	Done
5.	Admission Committee	11 June, 2018	Process of New Admissions	Done
6.	Library Committee	14 August, 2018	Proposal for Purchase of New Books	Under Process
7.	NSS Cell	24 Sept, 2018	2 Days NSS Camp from 29-30 Sept. 2018 by NSS Unit 1 & 2	Done
8.	Development Committee	20 Aug. 2018	Renovation of Approaching Roads & Parks	Done
9.	Green Club	11 June, 2018	Planting of Trees & Cleaning College Environment	Done

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

File Description	Document
<p>6.3.1 The institution has effective welfare measures for teaching and non-teaching staff</p> <p>Response:</p> <p>The institution has various effective welfare measures for teaching and non-teaching staff, some of them are</p> <ol style="list-style-type: none"> 1. Group life insurance for regular teaching and non- teaching staff. 2. Festival advance for non teaching contractual/part-time staff. 3. Creation of GPF and NPS for regular teaching & non-teaching staff 4. Proper disbursement of governmental welfare schemes to the employees. 5. Provision for financial assistance to contractual/part-time staff in case of exigency. 	View Document

File Description	Document
Link for Additional Information	View Document

File Description	Document										
<p>6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p> <p>Response: 0</p> <p>6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0	View Document
2017-18	2016-17	2015-16	2014-15	2013-14							
0	0	0	0	0							

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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

Response: 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 18.04

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	2	5	3	2

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- The Institution strictly follows all the basic recruitment and promotional policies as stipulated by UGC, Manipur University, Dhanamanjuri University (w.e.f 2018) as well as Government of Manipur.
- Each and every faculty member completes the self-appraisal procedure every year in the format prescribed by the concerned authority.
- Self-appraisal is done on the basis of the following points:

1. Teaching learning process evaluation

2. Specific duties / tasks assigned by Heads of the Department.

1. Major contribution for the benefit of student/ staff / Institute.

2. Awards/ Rewards obtained by the faculty and staff.

3. Contribution towards extra-curricular and co-curricular activities.

4. Execution of exam duties assigned by Manipur University.

5. Research contribution of staff in terms of research projects, publications and guidance provided to students for involvement in research.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The Institution strictly follows all the basic recruitment and promotional policies as stipulated by UGC, Manipur University, Dhanamanjuri University (w.e.f 2018) as well as Government of Manipur.
- Each and every faculty member completes the self-appraisal procedure every year in the format prescribed by the concerned authority.
- Self-appraisal is done on the basis of the following points:

1. Teaching learning process evaluation

2. Specific duties / tasks assigned by Heads of the Department.

3. Major contribution for the benefit of student/ staff / Institute.

4. Awards/ Rewards obtained by the faculty and staff.

5. Contribution towards extra-curricular and co-curricular activities.

6. Execution of exam duties assigned by Manipur University.

7. Research contribution of staff in terms of research projects, publications and guidance provided to students for involvement in research.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

The college has a certified system to monitor effective and efficient utilization of available resources for infrastructure, development and teaching learning process. All the major financial transactions are monitored by the office with the Principal as head of the administration. In addition to this, the account of each financial year of the college is audited by Chartered Accountant. Thus the utilization of the financial resources is monitored at several levels. The college sends proposals for additional grants to the University Grants Commission (UGC) in order to meet expenses for construction, repair and renovation of the college building and premises. The college moderates student's fee structure every year in order to procure additional funding. Other than the routine Government and UGC grants, the institution has been able to secure additional funding from RUSA through Directorate of University & Higher education, Government of Manipur.

File Description	Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The college has an Internal Quality Assurance Cell (IQAC). The Cell comprises a team of faculty members selected by the Principal as Chairman. The formation was institutionalized through formal office order of the Institute. The college maintains a high standard regarding academic and administrative systems in the process of teaching learning and evaluation system, level of satisfaction for academic performances and training / qualification enhancement.

Internal Quality Assurance Cell (IQAC)

Sl.No.	Name	Designation	IQAC Role
1.	Dr. Asem Nabachandra Singh	Principal	Chairperson
2.	Dr. L. Sanatomba Meetei	Asst. Prof.	Co-Ordinator
3.	Dr. Mary Thomas	Asso. Prof.	Member
4.	Dr. Ph. Sanamacha Sharma	Asst. Prof.	Member
5.	Dr. A. Debala	Asst. Prof.	Member
6.	Dr. Th. Priyokumar Singh	Asst. Prof.	Member
7.	S. Bhogin Singh	Asst. Prof.	Member
8.	Kiirii Onand Monshang	Asst. Prof.	Member

The Internal Quality Assurance Cell (IQAC) of the institution has been trying to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

File Description	Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are—

1. Students Feedback on Faculty, Teaching- Learning Process & Evaluation

Students' feedback significantly showcases the actual quality of teaching learning process. No faculty members will be involved in the students' feedback process.

2. Collection of Self appraisal Report of Teachers

Self Appraisal Reports of teachers duly verified by the Principal and the HODs concerned are collected annually in regard to the following points:

- The performance expectations for teacher relate to the key professional areas of their position such as punctuality, consistency, planning, preparation, teaching techniques, classroom management, curriculum knowledge and student assessment.
- Management responsibilities like planning, decision-making, professional leadership and resource

management.

- Extra Curricular activities viz. Invigilation Duty, Question Setting, Paper Evaluation, In Charge of Students' Union, Games & Sports, Literary Meet, Inter College Youth Festivals etc.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	2	2	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The following are some of the Incremental Improvements made by the college in the last 5 years.

1. College may use its academic freedom to update its syllabi after it became a constituent college of Dhanamanjuri University.. Syllabus has been updated at P.G and U.G.level in most of the programme connected with Commerce education.
2. Remedial classes and tutorial system to be strengthened and formalized. Tutorial for computer literacy, teaching skill development for faculty, training programmes for digital display board , CCTV installation ,monitoring and repair communicative English for language skill development etc.
3. Limited modern teaching aids are used for PG classes. ICT assets of the college has been enhanced almost in the college with LCD, desktop ,laptop ,overhead projector ,internet facility (WiFi campus), two smart classes initiated.
4. The college has been effectively using participatory and experiential learning through project methods, surveys for dissertation, field trips (excursions), experimental method etc. Student centric methods like individualized methods like programme learning, computer assisted instructions, tutorials, discussion cum demonstration method etc are in use.
5. Most of the teachers of the institution have gained experience and published research papers in National and International Journal in their respective fields of study.
6. Formal collaboration with some local, National and International organization for academic activities be initiated for research work, paper publication, workshops, seminars.
7. Sizeable number of computers has been upgraded. Computers, Laptops and printers are frequently upgraded as per need and old computers have been replaced with LCD formats.
8. The institution has formed the alumni association and started functioning by organising blood donation camps and medical aid camps etc. The association is planning to contribute in the development of cultural, academic, financial and infrastructure growth of college.
9. Certificate courses like Company secretary, Retail Management and GST & Tally etc have been introduced in the college.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 6

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

1. Safety and Security

The college adopts measures for the safety and security of all the students, teachers, non-teaching staff and the visitors. The following measures have been taken up by the college to maintain a safe and secure campus:

- A senior and experienced gatekeeper
- Dual exit gate
- Regular checking of the electric meter box
- All the electrical switch boards, fans and tube-lights serviced regularly
- A Grievance Redressal Box for the students
- Maintenance of a FIRST-AID Box by the office

- Separate washrooms for the students
- Separate washrooms for the male and female teaching and non-teaching staff
- Separate residential for the chowkidars
- Identity Cards issued to all the students, teachers and the non-teaching staff
- Distinct code of conduct for the students, teaching and non teaching staff.

1. Counselling

- The faculty in all the departments monitors their academic progress throughout the year. Formal and informal interactions help identify their strengths and weaknesses and provide guidance accordingly.
- Unit tests and open-book tests help the faculty to do academic counseling.
- The faculty of the college carried out the responsibility of taking personal care of students on the individual level. Heads of departments were looking after the welfare of students by providing necessary guidance and assistance.
- There is a separate Counselling Cell to help and guide the students

1. Common Room

- There are both Girls' and Boys' common rooms in the institution equipped with various indoor game facilities like carrom board, table tennis, chess etc
- For Boys Student the Gymnasium room is under construction

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 750

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 70.79**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)**

Response: 315

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 445

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

- **Solid waste Management:** The College is committed to pollution prevention and management of hazardous and solid wastes in compliance with applicable regulations. As the college is in the jurisdiction of Imphal Municipal Corporation, waste management is conducted partly through it, and partly through College social services done from time to time along with staff and students. Moreover the students are made aware of the management of solid waste through NSS programmes conducted from time to time.
- **Liquid waste Management:** the liquid waste generated in campus is disposed off through proper drainage system.
- **E-waste management:** Regarding e- waste, every staff room has a waste bin to take care of used/ useless items. Such waste bins are also kept in every corridor.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

Manipur is facing scarcity of water. In order to meet such shortfall, there is a necessity of water harvesting as water is needed for agricultural and human use though there might be many reasons behind such

problems cropping up and how they can be dealt with. Whatever may be, water needs to be made available sufficiently. Notwithstanding, the fact the state has ample rainfall, Manipur continues to face water scarcity even in the rainy season. During heavy rainfall, flash floods occur but just after the rainfall, the state faces the problem of scarcity of drinking water. Water is necessary for other purposes such as washing, bathing and so on. What is needed is water harvesting as it can overcome water scarcity and increase crop yields.

The college has two ponds, one at the Eastern Block of the college and the other at the Western Block. They are used for water harvesting during rainy season. The water so stored is utilised for various purposes during dry season or when there is no tap water.

Rainwater harvesting is the accumulation and deposition of rainwater for reuse on site, rather than allowing it to run off. Rainwater can be collected from rivers or roofs, and in many places, the water collected is redirected to a deep pit (well, shaft, or borehole), a reservoir with percolation, or collected from dew or fog with nets or other tools. Its uses include water for gardens, livestock, irrigation, domestic uses with proper treatment, indoor heating for houses, etc. The harvested water can also be used as drinking water, longer term storage, and for other purpose such as ground water recharge.

Rain water collection may be from roof tops, terrace, courtyard, paved or unpaved open ground etc. But Roof water harvesting system which is the simplest and easiest will be the most suitable method for Manipur. It has the components like Catchment area, Collecting Gutters, Transportation, First flush, Filter and Storage tank.

The institution is going to implement the following processes of harvesting water also.

Down pipe and first flush arrangement

This is an arrangement to prevent the dust and other unwanted materials that may be seen on the roof, from reaching the storage tank. By fitting a down pipe with an end cap or valve can ensure that the washed water from the roof does not reach the storage tank.

Filter unit

The rainwater collected from the roof should be allowed to reach the storage tank only through a filtering mechanism. Rubble, sand and charcoal, as used in the traditional three-pot filtration, can be adopted here. 10 cm thick 20mm rubbles, 10 cm thick charcoal/coconut shell, 15 cm thick coarse sand, 5 cm thick 6mm rubbles etc. may be arranged from bottom to top in the filter unit.

Storage tank

Mainly three types of storage tanks are constructed for roof water harvesting. They are above ground, underground or sub surface tanks as per requirement. The storage tank may simply be the collection drums.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**

c) Pedestrian friendly roads

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Student, staff using

1. Bicycles: The College has a separate parking shed for bicycles used by students and staff.

Public transport: The students, teachers and non-teaching staffs avail public transport to come and go from the college. Private vehicles are provided with parking space in the parking lot in the college. Parking space is big enough to accommodate all the vehicles.

1. Pedestrian Friendly Roads: The College can be approached from the main road through three gates with well- paved pedestrian lanes.

- **Plastic –free campus:** As students, teachers and staff are aware of the hazards of plastic; everyone is making effort to make the college a plastic free campus.
- **Paperless Office:** since the college has started using computers, it is making effort to maintain official records through digital soft copies as much as possible. Circulation of office notice and other information is done paperless through whatsapp group.
- **Green landscaping with trees and plants:** The College is surrounded by greeneries from all sides. The college road is lined with trees on both sides. It has two mini gardens with various seasonal flower plants.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.46

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.027	0.027	0.025	0.025	0.025

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 7

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 35

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	7

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian

personalities**Response:**

The college celebrates the National Festivals and Birth/Death Anniversaries of the following great Indian personalities

Sl No.	Anniversary /Festival	Day
1.	Republic Day	26 January
2.	Independence Day	15 August
3.	Patriots Day	13 August
4.	Teachers' Day	5 September
5.	Irabot Day	30 September
6.	Gandhi Jayenti	2 October
7.	Nupi Lal	12 December

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**Response:****Transparency in Financial Functions**

The institution has mobilized resources and ensures transparency in financial management of the institution. The concerned Directorate of Higher Education of the Manipur Government is responsible for budget and optimum utilization of fund and mobilization of resources. There are established procedures for planning and allocation of financial resources which leads to effective & efficient use of financial resources. The respective HODs of the departments submit the requirements to the Principal of the institution. Regarding the general development and yearly renovation of the college, the principal looks into it in consultation with the Development Committee of the college. The various heads of the budget include the department capital requirements, staff cost based on the manpower plan, student & faculty related expenses, event expenses, research & development, administrative expenses, repairs & maintenance & other infrastructure related expenses, etc. Feedback from the stakeholders on a regular basis and acting on the same is an effective mechanism to ensure transparency and effective management.

Transparency in academic and administrative functions

The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of the institutional provisions. Effective leadership by setting values and participative decision making process is key not only to achieve the vision, mission and goals of the institution but also in building the organizational culture. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflects the institutions efforts in achieving its vision. Admission in the college is done strictly on the basis of merit through entrance test in accordance to the government reservation policies.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice – 1

1. Title of the Practice

Three Day Workshop on “Motivation and Leadership for Govt. College Teachers”

1. Objectives of the Practice

1. Development of Soft Skills for Professional Success & Personnel Excellence
2. Increasing Role of Teachers in Building the Competencies of Students & Young Professionals

1. The Context

The Workshop was meant to motivate the Principals and the teachers of government colleges to equip themselves with the much needed soft skills and mindset to become able leaders impacting the lives of their students and the institutions they work in.

1. The Practice

The resource persons explained NLP and demonstrated how memory can be improved by understanding and using techniques such as Mind Mapping, Mind Charting, and Brain Gymnastics. They deliberated on various kinds of communication, how various perceptions are formed and influenced behavior, on eye accessing cues, on how to empty the mind and instill self belief by visualizing oneself to be the most brilliant being, on how the conscious and unconscious parts of our mind.

1. Evidence of Success

In the first day, out of the 28 Principals of different colleges of Manipur, 21 participated in it. On Day 2 and Day 3, Faculty members of different colleges of Manipur participated in it. On the second Day, 50 College Professors from 14 select colleges attended the workshop. On the third Day, another 52 Professors from the remaining 14 colleges attended the workshop.

1. Problems Encountered and Resources Required

As it was not possible for the college to organize such a Workshop on its own, it had to ask for fund from the Directorate of Education and Commissioner of Technical & Higher Education, Government of Manipur for the needed financial, physical and moral support.

Best Practice – 2**1. Title of the Practice****Three Day “Sin – Lang Fest”****1. Objectives of the Practice**

1. To develop varied skill in today’s youth
2. To inculcate innovativeness, leadership qualities, right attitude, creative thinking and team spirit in young minds

1. The Context

The event is a practical for the students to make them aware and gain experience in the event management. It is being organized to enhance the competency and skills of the students, to make the students aware of utilizing the best of available resources, within the constraints, to present in the best presentable way.

1. The Practice

During the festival, there were Dance Competition, Debate, Essay Writing, Quiz, Chess, Poetry Recitation, Spelling Games, Painting, Photography and Spot Advertisement Competitions which were participated by students from different colleges and universities. It also had Beauty Pageant Competition and a Rock Show Programme.

1. Evidence of Success

The festival was participated and attended by large number of students from within and outside the college. The evidence of its success lies in the fact that its articles and various images are readily available in the college website and various social networking sites.

1. Problems Encountered and Resources Required

As the college could not afford to organize such a large scale students’ festival, the students had to campaign for fund from various private companies and NGOs.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college is affiliated to Manipur University since its inception in 1996 and from this year onwards, it has become one of the constituent colleges of the Dhanamanjuri University. The college ensures to impart quality commerce and management education to all of its students not only through enhancing their intellectual ability but also by nurturing their entrepreneurship talents. The institution is only the full fledged government college in the field of commerce and management. The college shapes the learners into better citizens enriched with self confidence, perseverance, patriotism and humanity. The ambition of the college is to empower the future generation of students with authority and position in the world of commerce and business. This is well evidenced by the success of our alumni in the field of their choice .

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The institution is located in the heart of Imphal city. Its significant advantage is that both students and teachers can reach it from all directions of the state as all the important bus stands including ISBT are in the vicinity. The only International Imphal Airport of the state is only 3 kms away from the institution. The automation of the library has begun. Modernization of conventional classrooms has also been started through introduction of ICT enabled classrooms. Apart from regular under-graduate courses the college offers add-on and certificate courses to facilitate the all round development of students. In order to alleviate the rigours of a demanding college curriculum, the students are encouraged to participate in various co-curricular and extra-curricular activities. One of the major strengths of the institution is its Alumni association- DM College of Commerce Alumni Association which is an organization of ex-students, ex- teachers as well as teachers presently working in the institution.

Concluding Remarks :

Founded in 1996 and named after Maharani, Dhanamanjuri, the college has come a long way in imparting commerce education to young, aspiring students from diverse socioeconomic backgrounds of the state of Manipur. Since then the college has continued its efforts to further improve its infrastructural and academic parameters in pursuit of realizing the mission and vision of the college. The Principal, Teaching and Non-teaching Staff of the college work in unison to achieve this fundamental aim of the institution. The dedicated Teaching Staff primarily focus on its diverse student community and the curriculum is regularly revised and updated through innovative teaching and learning methods as well as a transparent feedback system involving students, their parents as well as the teachers themselves. The college followed the curriculum framed by the Manipur University but from this year onwards, it has adopted curriculum of Dhanamanjuri University being one of its constituent colleges. In order to constantly refresh and upgrade their knowledge, teachers participate as resource persons in National and International conferences, and are encouraged by the institution to engage in active research and publication, all of which is invigorating and prevents intellectual or academic stagnation. The administration diligently works towards developing the infrastructural and learning resources thereby enhancing the institution's tireless efforts to achieve excellence. Applying for NAAC is next stepping stone to ensure quality in commerce and management education.