YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Rayburn College
• Name of the Head of the institution	Rev. Dr. Khen P. Tombing
• Designation	Principal and Secretary
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9862088190
• Mobile No:	9862088190
• Registered e-mail	admin@rayburncollege.ac.in
• Alternate e-mail	khentombing@yahoo.com
• Address	BSF Road, Gangpimual, Lamka
• City/Town	Churachandpur
• State/UT	Manipur
• Pin Code	795006
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Manipur University	
• Name of the IQAC Coordinator	Dr. Siamkhanthang Neihsial	
• Phone No.	06909559307	
• Alternate phone No.	9233100341	
• Mobile	06909559307	
• IQAC e-mail address	iqacrbc@rayburncollege.ac.in	
• Alternate e-mail address	siam@rayburncollege.ac.in	

3.Website address (Web link of the AQAR (Previous Academic Year)

https://www.rayburncollege.ac.in/

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

https://www.rayburncollege.ac.in/academic-calender-2/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.96	2023	07/02/2023	06/02/2027

6.Date of Establishment of IQAC 04/08/2015

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Empowerment of Equity Opportunities in Science	Science and Engineering Board	2023-2028	50 Lakhs
Faculty	ICSSR Minor Research Project	Indian Council of Social Science Research	2021-2022	1.5 Lakhs

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Implementation of a comprehensive faculty development program aimed at enhancing teaching methodologies and pedagogical approaches, resulting in improved student engagement and learning outcomes. Introduction of innovative assessment strategies and tools to ensure fair and transparent evaluation practices, fostering a culture of academic integrity and excellence. Establishment of robust mechanisms for feedback collection from stakeholders, including students, faculty, and industry partners, leading to actionable insights for continuous quality improvement in various academic and administrative processes. Implementation of initiatives focused on promoting interdisciplinary research collaborations, facilitating knowledge exchange, and fostering a research culture among faculty and students. Development and implementation of a holistic student support system, including counseling services, career guidance, and mentorship programs, to enhance overall student well-being and academic success.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Faculty Development Programs: Initiate regular workshops and seminars for faculty members to upgrade their skills and knowledge in teaching, research, and technology integration. Curriculum Review and Enhancement: Conduct a thorough review of existing curricula across disciplines and propose necessary revisions to ensure alignment with current industry trends and academic standards. Student Feedback Mechanisms: Implement systematic mechanisms for collecting feedback from students on various aspects of academic and non-academic experiences, including teaching quality, infrastructure, and support services. Quality Assurance Processes: Strengthen internal quality assurance processes by conducting regular audits, reviews, and assessments of academic and administrative activities to identify areas for improvement. Promotion of Research and Innovation: Facilitate research collaborations, provide grants and incentives, and establish research support services to encourage faculty and students to engage in meaningful research activities.	Enhanced Faculty Competencies: Faculty members have participated in several professional development workshops and training sessions, resulting in improved teaching methodologies and research capabilities. Revised Curricula: The IQAC has facilitated the revision of curricula in various programs to incorporate industry-relevant skills and emerging trends, ensuring that students receive a contemporary and comprehensive education. Improved Student Satisfaction: Through structured feedback mechanisms, the IQAC has gathered valuable insights from students, leading to targeted interventions to address issues related to teaching quality, infrastructure, and support services, consequently enhancing overall student satisfaction. Streamlined Quality Assurance Processes: The IQAC has implemented streamlined quality assurance processes, leading to enhanced efficiency and effectiveness in monitoring and improving the quality of academic and administrative functions across the institution. Increased Research Output: The promotion of research and innovation initiatives has resulted in a significant increase in research output, including publications, patents, and collaborative projects, thereby fostering a vibrant research culture within

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	03/10/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	03/01/2023

15.Multidisciplinary / interdisciplinary

The college and Manipur University have taken the necessary steps to comply with the 2020 National Education Policy (NEP). Once central government regulations are established, the preliminary framework and curriculum outline can be adjusted or adopted immediately. The college offers courses in humanities, social sciences, commerce, biological sciences, and physical sciences. Each field has several topics. Thus, the comprehensive multidisciplinary system has been partially implemented and will be completed according to the regulations. The Manipur University Academic Council approved the core curriculum. UGC Guidelines and NEP 2020 norms form the basis for multiple entry and exit in higher education academic programmes. Postgraduate courses have effectively included all 2020 National Education Policy (NEP) components as put out by the university from 2022. Major and minor multidisciplinary/interdisciplinary papers are divided into six semesters for three-year courses and eight semesters for four-year courses. Disciplined Major papers are foundational courses that teach a subject. Students study these courses to earn a degree or certificate in a specific field. Students might choose inter-disciplinary studies from other disciplines that interest them. Value-added, skill-enhancement, and ability-enhancing courses are offered alongside these multidisciplinary disciplines. These classes help students develop personally and prepare them for college or a career. (3) Students can choose between a three-year (Bachelor's Degree) or four-year (Honours/Research) undergraduate programme. Choice- or credit-based platforms will be used for all courses. Credits will be 24 each

semester. Every paper allows students to enter and exit many times with certification. Students who finish two semesters can get several degrees. One year (two semesters) leads to an Undergraduate Certificate, two years to an Undergraduate Diploma, three years to a Bachelor's Degree, and four years to a Bachelor's Degree with Honours/Research. These degrees require a Bachelor's Degree CGPA of 7.5. 4) Multiple entry and exit instances occur at each step. A Certificate degree is offered to students who complete 44 credits in the first two semesters. This qualification lets them study the same course at the same university or transfer. After completing two semesters and 88 credits, a Diploma will be awarded. This technique addresses gap year issues, allowing students to effortlessly shift to their next educational phase at any time after starting their studies. (5) The institution wants to teach important social issues. To fully understand issues, all main courses will have innovative themes. Skills- and ability-based courses and value-added courses improve personality and capacity. These aid job hunting, livelihood management, and entrepreneurship.

16.Academic bank of credits (ABC):

The college, through the university, has registered on the national Academic Bank of Credits website (www.abc.gov.in) and is getting ready to enter data in a rollout fashion. This is happening at the same time that the NEP program is being implemented. During the time that the National Academic Depository is being implemented, information has been rapidly entered into the authority and database. The nodal officer, ABC is incharge of this aspect

17.Skill development:

  Acquisition of new skills and training are beneficial to the emotional development of students. For students to be successful in acquiring new skills, they need to be eager to try. However, over the course of time, this will teach them to take losses with grace and create a "never give up" mentality. They may face setbacks and disappointments along the way as they are traveling. The various departments of the College are able to offer students at a variety of different levels the opportunity to acquire specialized skill sets in relation to NEP. The College provides students with a wide range of certifications in order to educate and empower them, thereby bridging the gap between education and the requirements of the market. During their tenure at the college, each and every student took part in a variety of certification courses, including Employability Training, which was offered in conjunction with Tata Consultancy Service (TCS). Students are shown how to use computers through a collaboration with NIELIT, which is located in

Chuchchandpur. The NSEED Foundation is affiliated with the skills development courses, and the King Sejong Institute in Imphal is working along with the Korean language studies team to provide these courses.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

To successfully incorporate Indian knowledge systems into the educational system by adopting a holistic strategy that incorporates linguistic variety, cultural relevance, the integration of technology, and community engagement. This will result in the development of a more profound appreciation for indigenous knowledge and legacy. A multifaceted strategy that takes into account the linguistic, cultural, and pedagogical diversity of Indian educators is required in order to successfully integrate Indian knowledge systems into educational settings. Culture has an effect on how we understand the world, how we interact with others, how we communicate, and how we behave. To be a part of a culture has an effect on how we learn, how we remember, how we communicate, and how we behave. Because of this, culture has a significant impact on the ways in which learning and teaching are carried out. Because of this, the College intends to include degree programs in key Indian languages such as Paite, Thadou-Kuki, Mizo, and Hmar in its curriculum. In order for students to cultivate a feeling of their cultural identity, history, arts, and languages, it is essential for them to cultivate cultural awareness and expression. Students should also work to conserve and enhance these characteristics.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

a) The new curriculum prioritizes skill-based vocational education and activities in higher education institutions, integrating them suitably.The Skill Development & Placement team, in partnership with NESEED Foundation, develops and manages courses for Manipur University's PG and UG programs. Courses will emphasize career-oriented and personal development opportunities, allowing students to profit from other occupations in addition to the primary multidisciplinary/interdisciplinary subjects. The mandatory course Field Project/Internship/Apprenticeship carries credits. Students will gain experience in field work, office chores, and work situations to prepare them for future research or professions. These courses aim to familiarize students with undergraduate information and prepare them for higher courses by providing research and working environment experience. b) Curriculum includes skill and add-on courses reflecting national interests. A Value-Added Course (VAC) is offered every semester with credits. These courses promote

humanistic, ethical, constitutional, universal values, scientific temper, citizenship values, and communal life. Vocational Studies (VS) are essential to academic programs.

20.Distance education/online education:

a) The college has plans for the near future. In order to fulfill India's Education Policy's three fundamental principles of Access, Equity, and Quality, students will be provided with the opportunity to earn credit by successfully completing online programs of high quality that are offered on the Study Webs of Active Learning for Young Aspiring Minds (SWAYAM: www.swayam.gov.in) or other online educational platforms that are approved by the regulatory body periodically. Students have the option to earn credits from these courses, up to a maximum of 40% of the total courses offered in a specific program. b) The college must be equipped with advanced technology facilities to support online/distance courses and blended mode education. The campus offers complimentary internet service, allowing convenient access to instructional portals. Projection systems are installed in classrooms to facilitate the use of online/virtual platforms for conducting classes.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**12**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**383**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**427**

File Description	Documents
Data Template	<u>View File</u>

2.3 Number of outgoing/ final year students during the year	**406**

File Description	Documents
Data Template	<u>View File</u>

3.Academic

3.1 Number of full time teachers during the year	**56**

File Description	Documents
Data Template	<u>View File</u>

3.2 Number of Sanctioned posts during the year	**56**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**52**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1922.71281**
4.3 Total number of computers on campus for academic purposes	**100**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Rayburn College adheres to the curriculum established by ManipurUniversity for all its courses. The college website provides students with access to the syllabus for all programs provided by the college, while physical copies are also distributed to each student. During the induction/briefing sessions held at the commencement of each semester, the comprehensive course framework and syllabus are typically deliberated upon. This facilitates the students' acclimation to the course at the commencement of the next academic term. The Academic Dean in consultation with the Principal,the Headof Departments (HODs), the Secretary Examination Committee, and the IQAC Director prepared the College academic calendar in accordance to Manipur University academic calendar. They are responsible for making decisions about curriculum delivery, including the timely completion of the syllabus within the specified timeframe. Each educator develops a comprehensive lesson plan encompassing the complete curriculum for all examination papers.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is prepared by the Academic Dean, adhering to the University academic calendar. The academic calendar include the scheduling of Continuous Internal Evaluation (CIE), ensures consistency and fairness in assessing student progress throughout the academic year. It allows students and faculty to plan their studies and teaching activities effectively, ensuring that assessments are conducted at regular intervals and providing timely feedback to students for their improvement. This approach promotes a structured learning environment and helps in maintaining academic standards within the institution. The academic calendar summarizes the tentative schedule of internal and external examinations, exam rules and regulations, and co-curricular and extracurrricular activities. Before the commencement of the semester, each faculty members prepare lesson plan to ensure timely completion of syllabus. The Academic Dean in consultation with each Head of Department prepare timetable before the commencement of the semester.

Coursedistribution for each faculty members are done at the Departmental meeting before commencement of classes based on specialization of the faculty members. The performance of students is assessed on a continuous basis through class test, presentation, PPT, open book test, etc. as per Manipur University norms every semester. The academic calendar is given out to the students.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

50

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

50

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Most UG and PG programme have courses that deals withprofessional ethics, gender, human values, environment, and sustainability. The

institution has a strong professional ethics committee to promote values and ethics. The group also coordinates human values and professional ethics activities for students, faculty, and staff. Additionally, the committee createCode of Conduct for teachers and non-teachers. The College has Women Development Cell to create a dignified and inclusive environment for all genders in and around the ambit of the College and to promote equitable opportunities for the empowerment of women to attain their full potential and contribute towards the enrichment of organizational and social life. Students club such asElectoral Literacy Club, Red Ribbon Club, Cultural Club, Botanic Club etc. sensitizestudents and faculty members on these crosscutting issues. The NSS and NCC units of the College also ensure awareness on social and legal matters.

File Description	Documents
Any additional information	[View File]
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File]

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	[View File]
Programme / Curriculum/ Syllabus of the courses	[View File]
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File]

1.3.3 - Number of students undertaking project work/field work/ internships

140

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rayburncollege.ac.in/feedback-form/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

427

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

427

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College established feedback mechanism in an attempt to improve students' academic performance and to put in place a useful feedback system. Departments identify which students are advanced and which are slow learners. Based on these learners' needs, departments can then provide counseling, remedial classes, special talks, and invited lectures. Faculty mentors are the contact for students. For Slow Learners, remedial classes are typically held beyond regular class hours. The emphasis is on giving students more instruction in the papers where they perform the lowest. Departments work with other departments where students have trouble with open Elective Papers.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1251	**56**

File Description	Documents
Any additional information	**No File Uploaded**

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

Over the course of the past few years, the College has made significant progress toward incorporating problem-solving, experiential learning, and participatory learning strategies into the many programs that are offered. In order to maintain a connection with their pupils outside of the classroom, teachers utilize social media platforms such as WhatsApp class groups. In order to empower and acquaint teachers with various online platforms, FDPs are organised and carried out. Every department in the institution regularly hosts events such as Study Tours, Field Studies/Field Visits, and Invited Lectures/Special Talks during their regular classes. Events that are targeted toward job possibilities, the development of soft skills and life skills, awareness programs, and other similar activities are organized by the cells, committees, and clubs within the communication skills, webinars and seminars on gender equity and career awareness programs, and entrepreneurship programs, among other types of programs.college in addition to the numerous departments that are present within the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the classrooms and seminar halls in Rayburn College are equipped with ICT facilities such as smart TV and Wi-Fi. All departments are provided with a laptop, a desktop, and a printer. Teachers make full use of these ICT tools within their teaching process. Senior teachers are given training on the use of computers and PowerPoint

for classroom teaching. Google Classroom and Google Forms are the common platform through which online classes, assignments, tests etc. are conducted. The college also has several computer-oriented labs at the IT block which are constantly used for teaching-learning process. The Department of Geography uses their GIS Lab to teach Mapping, Digitization and Digital Cartography. The chemistry department conducts computer-based teaching on Quantum computational computing on semiempirical and density functional mathematical theory on chemical properties of advanced nanomaterials for future energy materials. The college's library is equipped with four computers which can be readily used by teachers and students for browsing, conducting research and also for project works.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.rayburncollege.ac.in/computational-nanoscience-lab-2/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

338

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college administers internal evaluation examinations. The tests are administered by the Examination Department according to a

rigorous examination schedule, utilizing the University Question format. The dates for internal tests are announced in the Academic Calendar at the beginning of each semester. Each department submits internal exam questions to the Controller of Examination. The office then duplicates the question papers, which are subsequently collected by the departments along with the necessary number of response sheets. The Exam Routine is prepared by the Exam Committee and sanctioned by the Academic Committee. After receiving approval, the Routine for the Internal Assessments is distributed to all departments and displayed on Notice Boards, the College Website, and Official Social Media platforms.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Rayburn College is affiliated to Manipur University and abides by the norms prescribed by the affiliated university. All the departments strictly adhere to the Examination Policy of the College for transparent and robust internal assessment in terms of frequency and mode. The college follows a semester system as per the academic calendar prescribed by the affiliating university. The final evaluation and grading of the students in every semester are done based on 30% weightage to Continuous Internal Evaluation/Assessment and 70% weightage to External Evaluation based on End Semester examinations conducted by Manipur University. Internal marks are recorded in a format as per the norms of the university and college. These marks areallotted strictly based on the performance of the students in Presentations, Class tests, Assignments and Attendance. Class tests are conducted on a regular basis to evaluate the students' subject concepts clarity, and questions are set in such a manner to discourage rote learning and encourage in-depth understanding of the topics and construction of knowledge. It, in turn, ensures that the students are prepared to become a valuable asset for any company or job they join in future.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college website prominently features the Program Outcome, Program Specific Outcome, and Course Outcome for each program and course provided by the institution. These outcomes are also disseminated to both faculty and students. The college adheres to the academic programs mandated by Manipur University, its primary institution. Additionally, faculty members of the college contribute significantly to the curriculum development process. The PO, PSO, and CO serve as the primary catalysts in the development of the course curricula. The college's Vision, Mission, and Objectives are prominently featured on the college website and are often emphasized by the college Principal during his addresses to the faculty and students. Additionally, the instructors frequently integrate them into their lectures. Every individual within the collegiate community is fully informed about the college's Vision, Mission, and Objectives. The PO, PSO, and CO are disseminated by the Head of Department to all faculty members, who subsequently relay them to the students in their respective classrooms. The PO, PSO, and CO are available at the discretion of the department head. The CO is included in the course syllabi that are distributed to the pupils.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution evaluates the achievement of program outcomes, program-specific outcomes, and course outcomes through the use of Internal Assessment Tests, End Semester Examinations, and tracking students' development and employability. 1. Internal Assessment Test: Internal marks are determined by many criteria including tests, quizzes, assignments, seminar presentations, projects, laboratory practicals, and attendance. According to university norms, the maximum score for internal assessment is 30. 2. End Semester Examinations: The results of the End Semester Examinations serve as the external assessment to measure the degree of

achievement of students. The examination is administered by the main university and has a weightage of 70 marks. 3. Student Advancement: Student advancement refers to the calculation of the percentage of final year students who have successfully proceeded to higher classes. 4. Alumni employability: The employability of alumni is evaluated by calculating the number of alumni who have secured work. 5. Student Satisfaction Survey: Students' feedback on the course content, syllabus, and assessment processes to determine their level of satisfaction.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

445

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/spreadsheets/d/1OETBJyF9tOuRaB4ZU29dmoyEF8M-hVwX/edit?usp=sharing&ouid=117247638160475122459&rtpof=true&sd=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3331780

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

24

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Through providing services to the surrounding community in a variety of ways and on multiple occasions, Rayburn College upholds its motto, "Learn, Labour and Serve."

1. Cleanliness Programme: NSS carried out many clean-up programmes. 2. Along the one kilometer long roadthat leads to the campus, NSS and the Lanva village authorityperform social activities with stones. 3. On April 30, 2022, the Versatile Club of Rayburn College held a 20 km cycling race to encourage students to adopt bicycles as a more practical and environmentally responsible mode of transportation. This mentioned event involved 22 students.

4. In honor of World Blood Donors' Day, on June 14, 2022, Red Ribbon Club & NSS Rayburn College and Highland jointly planned a blood donation camp at District Hospital, Churachandpur. For the mentioned cause, a large number of Rayburn College employees and students gave their blood.

5. The counseling center led by the chapain and counselor had visited numerous relief centers, including the orphanages N. Molhoi (20 IDFs), Ngoiphai (21 IDFs), and Emmanuel Khopi (24 IDFs), which are impacted by the ongoing political disputes between the two Manipur communities. A workshop and seminar on subjects like premarital sex

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

350

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Rayburn College is a top institution with great facilities on a lovely 5.5-acre campus with an H-shaped 3-story layout divided between East and West Wings. The West Wing houses the IT Administrative Block, School of Commerce, Life Sciences, and Physical Sciences. The college's library, IT, and labs are in the East Wing. These 40 large classrooms accommodate 40-70 students and have natural lighting, smart boards, electronic fans, and Wi-Fi. Physics, Chemistry, Zoology, Botany, Psychology, and Geography labs provide hands-on instruction using cutting-edge equipment. On- and off-campus botanical gardens enhance Botany Department learning. The college promotes creative and cultural inquiry through dance, music, and painting areas. Under NEP 2020, recreational facilities include

basketball, volleyball, football, indoor activities, yoga, and meditation spots. Rayburn College promotes academic success and personal improvement through comprehensive development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rayburncollege.ac.in/library-4/

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

The institution encourages and supports students' participation in cultural activities, including dance, music, photography, and art, with the goal of fostering creativity and artistic endeavors. In order to facilitate cultural activities, the Outdoor Court, the Audio Visual room, the Conference Hall, the Dance Room, and the Recreation Center are all utilized. Every year, there are also days set aside for the orientation of students and graduation ceremonies.

Both students and professors have access to a well-appointed indoor gymnasium that can accommodate between twenty and thirty individuals.

A playground that is open to the public is available for students to use for sports-related activities such as playing basketball and volleyball. Indoor games are performed in a hall that serves many purposes. There is a written memorandum of understanding between the college and J.P. Leisure Turf for football and other outdoor things. Due to the fact that yoga is included in both the value-added course and the skill enhancement course following the implementation of NEP 2020, one hall has been designated for the purpose of providing a yoga and meditation room, which will be maintained by the instructor.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rayburncollege.ac.in/gallery/

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

42

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

42

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

193.89772.71

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The Library has been function with a semi-automated process. Automation has been operated using

Integrated Library Management Software (ILMS) SOUL 2.0 (Full edition) since 2019 and recently

upgraded with SOUL 3.0 in the year 2021 (Full edition) designed and developed by the INFLIBNET (an autonomous Inter-University Centre of the University Grants Commission (UGC) of India. In regards to classification of books, the library follows DDC 23rd latest Edition.

The following are the services it provides to the college community

1. More than 10k collections of books or documents, inclusive of academic, competitive, and general knowledge relevance.
2. Subscribed to more than 40 academic and competitive associated journals and magazines.
3. Subscribed to online database through N-LIST consortium.
4. 96 seats cubical study cabin and study hall of 54 seating capacity.
5. Drinking water facilities for all library users/patrons.
6. The Library Provide internet facilities through Wi-Fi and LAN connection, all bonafide members are entitled to access electronic resources through Wi-Fi and LAN network provided by the library.
7. The library has set-up seven dedicated personal computer system for browsing WEBOPAC and Online e-resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.rayburncollege.ac.in/library-4/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

7.80618

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

30

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has been improving its IT infrastructure all the time to provide the greatest possible teaching-learning environment. All working days are available for students to use the center. It meets all of the kids' information technology needs and gives them access to the Internet.

1. A total of eighteen smart TVs, five laptops, ten printers, two LED projectors, and one hundred desktop computers are present.

2. Airtel Xtreme, which has a 200 mbps speed, and Jio fibers supply the college's internet connection.

3. The college also features a Computational Nanoscience Laboratory of the quantum computing group in the Chemistry department, where small projects on computational chemistry and physics are conducted, and an IT block with 100 computer laboratories where additional

courses in computer certification are running in collaboration with NIELIT Center.

4. The college provides a PC, a laptop, a printer, and a LAN connection to the Internet for each department.

5. Every classroom has a Wi-Fi connection and an LED projector.

6. All of the college's information is kept on the www.rayburncollege.ac.in website, which is freely accessible to all parties involved.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.80618

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Guidelines and regulations for the upkeep and utilization of physical, academic, and support facilities.

1. Laboratory: Prior authorization from the Department Head is required to enter these labs.

2. Library: Membership is available to students,faculty and ministerial staff.

3. Playground: The college Principal is responsible for maintaining these grounds, and permission from the Principal is required to access them. The responsibility for maintaining the playground lies solely with the college administration.

4. Classrooms: The responsibility for maintaining the classrooms lies directly with the college administration.

5. Conference Hall: The space is equipped with a state-of-the-art television. Prior authorization from the Principal is required to make a booking.

6. Conference Hall: Prior reservation and approval from the college Principal's office are required to utilize the hall. The responsibility for the upkeep of the hall is directly under the purview of the college administration.

The college gym primarily caters to the college's faculty, staff, and students. Enrollment is mandatory.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

968

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

84

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to institutional website	https://www.rayburncollege.ac.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Rayburn College promotes all round development of students. The College guarantees students rightful participation in decision making and governance by implementing clubs and cells. Such clubs and cells conduct diverse extra curricular activities for students' betterment in every aspect of scoial life. The objectives of these are to train student, to promote opportunities for the development of character, leadership, efficiency, spirit of service among students, to organise cultural programs, quizzies, debates, to encourage extracurricular activities like sports meet, and to edit and publish college magazine. Student representatives coordinate the

activities. Students involvement and participation in the pursuit of academic as well as overall excellence.

File Description	Documents
Paste link for additional information	https://www.rayburncollege.ac.in/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the College started functioning from July, 2019.

The Rayburn College Alumni Association (RBCAA) is made up of former students who have voluntarily organized themselves into an association attached to Rayburn College. It was formed in the year 2019 and registered under Section 7(1) of the Manipur Societies Registration Act,1989 bearing Registration No. 28 of 2021-CCp on the 29th day of November, 2021.The association also encourages a sense of belonging by opening a portal for friends and colleagues to keep in touch. Admission to the association is done annually with a sum of ?100/- only as Annual membership fee to any ex-students of the

college. The association also welcome anyone willing to donate for the overall development of the college as well as to help the marginalize students of the college. The association presently is administered by an executive body of 9 (nine) members and the Principal as the Adviser for smooth functioning of the system.

File Description	Documents
Paste link for additional information	https://www.rayburncollege.ac.in/alumni/
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Rayburn College demonstrates that its leadership, policies, and decision-making processes reflect and support its vision and mission statements' long-term goals and core values.

In terms of leadership structure, the governing body, principal and secretary, and heads of departments take the lead in achieving its institutional goals. It involves setting clear objectives that align with the vision and mission, followed by effective planning and execution of activities. The policies reflect the institution's mission and are regularly updated to meet evolving needs. Next is decentralized decision-making, a governance framework that encourages participatory decision-making at various levels of the institution (e.g., academic councils, and student bodies). This helps ensure diverse stakeholder perspectives are taken into account. In terms of Resource mobilization, efficient use of human, financial, and physical resources to support the institution's mission. It also includes efforts to seek additional resources to meet the growing needs of the institution.

The role of Internal Quality Assurance Cells (IQAC) in maintaining

the quality of governance, ensuring continuous improvement, and keeping the institution focused on its vision and mission. The engagement of key stakeholders such as faculty, students, alumni, and industry partners in governance and decision-making processes to ensure the institution remains aligned with its vision.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In Rayburn college, care is taken how leadership fosters a culture of decentralization and participative management in the institution, ensuring that decision-making is inclusive and collaborative. Effective leadership is demonstrated by empowering different levels of the institution to take responsibility for their functions, with clear delegation of authority. Departments, faculty, and administrative units are involved in planning, decision-making, and execution of policies, reflecting a shared governance model. Regular consultations with faculty, staff, students, and other stakeholders are held to encourage input, ensuring that diverse perspectives contribute to institutional growth and alignment with its goals. This participative approach strengthens transparency, accountability, and overall institutional effectiveness.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The effective deployment of the institutional strategic perspective plan in Rayburn College is crucial for aligning educational goals with quality assurance frameworks such as AQAR, NAAC, and SSR. By

establishing clear, measurable objectives that resonate with the institution's vision and mission, stakeholders can systematically collect and analyze data to evaluate performance. This data-driven approach not only informs the AQAR, reflecting ongoing progress and challenges, but also enhances compliance with NAAC accreditation standards through comprehensive self-assessment. The SSR serves as a vital tool for articulating the institution's achievements and areas for improvement, fostering a culture of continuous quality enhancement. Together, these components create a robust framework that ensures accountability, drives strategic initiatives, and ultimately enhances educational outcomes.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The effectiveness and efficiency of institutional bodies are clearly demonstrated through well-defined policies, a structured administrative setup, and transparent appointment and service rules. These elements ensure that procedures are consistently followed, fostering a culture of accountability and responsiveness. In the context of AQAR and SSR, this operational framework is essential for evaluating the institution's performance and aligning it with strategic goals. The meticulous documentation and adherence to these policies facilitate a smooth flow of information, support quality assurance processes, and enhance stakeholder engagement, ultimately contributing to the institution's overall effectiveness in achieving its educational objectives.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.rayburncollege.ac.in/board-of-governing/
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**E. None of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Rayburn College prioritizes the well-being of both teaching and non-teaching staff through a range of effective welfare measures, which are essential for fostering a supportive work environment. These initiatives, documented in the AQAR and SSR, include professional development opportunities, health and wellness programs, and various support services that address the diverse needs of staff members. By promoting a culture of care and collaboration, the institution not only enhances job satisfaction and productivity but also contributes to a positive educational atmosphere. This commitment to staff welfare ultimately supports the institution's mission and enhances overall institutional effectiveness.

File Description	Documents
Paste link for additional information	https://www.rayburncollege.ac.in/teacher-welfare/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Rayburn College's Performance Appraisal System for teaching and non-teaching staff is designed to promote accountability, professional growth, and enhanced performance. This system, detailed in the AQAR and SSR, includes clear criteria for evaluation, regular feedback mechanisms, and opportunities for professional development. By systematically assessing staff contributions and identifying areas

for improvement, the appraisal process fosters a culture of excellence and encourages continuous learning. Moreover, it aligns individual goals with institutional objectives, ensuring that all staff members are engaged in the broader mission of the institution and contributing to its overall success.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Rayburn College conducts regular internal and external financial audits to ensure transparency, accountability, and effective financial management. Internally, annual audits are performed by a dedicated finance team, focusing on budget adherence, expenditure analysis, and compliance with institutional policies. Externally, a certified auditing firm is engaged to conduct comprehensive audits, reviewing financial statements and adherence to regulatory standards. These audits are documented in the AQAR and SSR, providing insights into financial health and operational efficiency.

Upon identifying any audit objections, the institution follows a structured mechanism for resolution: first, a detailed report is generated outlining the objections; then, relevant departments are involved to address each point, facilitating corrective actions. Follow-up meetings are held to ensure compliance and closure of issues, with final resolutions documented for future reference. This proactive approach not only strengthens financial governance but also enhances stakeholder confidence in the institution's fiscal practices

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Rayburn College employs comprehensive strategies for mobilizing funds and optimizing resource utilization, ensuring financial sustainability and effective program delivery. Various funding sources, including government grants, alumni contributions, and partnerships with industry, are actively pursued, as detailed in the AQAR and SSR. Additionally, the institution conducts fundraising campaigns and leverages sponsorship opportunities to enhance its financial base. To ensure optimal resource allocation, a robust budgeting process is implemented, where departmental needs are assessed and prioritized based on strategic goals. Regular financial reviews and audits facilitate transparency and accountability, allowing for timely adjustments in resource distribution. This strategic approach not only enhances the institution's capacity to meet its educational objectives but also fosters a culture of innovation and efficiency in utilizing available resources.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The Internal Quality Assurance Cell (IQAC) in Rayburn College has played a pivotal role in institutionalizing quality assurance strategies and processes within the institution. Through systematic planning and implementation, the IQAC has established frameworks for continuous improvement in teaching, learning, and administrative practices, as highlighted in the AQAR and SSR. It actively facilitates the collection and analysis of feedback from stakeholders, ensuring that quality enhancement initiatives are data-driven and aligned with institutional goals. The IQAC also organizes workshops, training sessions, and awareness programs to promote a culture of quality among faculty and staff. By fostering collaboration and communication across departments, the IQAC has created a sustainable mechanism for quality assurance, enhancing the overall educational experience and institutional performance.

File Description	Documents
Paste link for additional information	https://www.rayburncollege.ac.in/iqac/
Upload any additional information	No File Uploaded

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 and recorded the incremental improvement in various activities

Rayburn College systematically reviews its teaching and learning processes, operational structures, and learning outcomes at regular intervals through the IQAC, established in accordance with established norms. This continuous evaluation mechanism facilitates comprehensive assessments of instructional methodologies and their effectiveness in promoting student engagement and achievement. The IQAC gathers feedback from faculty, students, and stakeholders, allowing for data-driven insights that inform strategic improvements. Documented in the AQAR and SSR, these reviews highlight incremental advancements across various activities, demonstrating the institution's commitment to fostering an adaptive learning environment. By actively implementing recommendations from these evaluations, the institution not only enhances educational quality but also ensures alignment with its strategic objectives, ultimately leading to better student outcomes.

File Description	Documents
Paste link for additional information	https://www.rayburncollege.ac.in/iqac/
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A. INTERNATIONAL WOMENS DAY. On the occasion of International Women's Day, the Women Development Cell, IQAC, Rayburn College conducted a workshop with the theme "Choose to Challenge" on 8th March, 2021. The focal point of the discussion was on women's rights movement, bringing attention to issues such as gender equality, reproductive rights, and violence and abuse against women.

B. GENDER SENSITIZATION AND GENDER EQUALITY A talk on Gender Sensitization and Gender Equality on the theme "Women Safety" organized by Women Development Cell in collaboration with Department of Political Science, Rayburn College was held on 12th November,

2021. The lecture was delivered by Dr. Nehkhomang Haokip (HoD, Department of Political Science). The aim was to spread awareness to people in protecting women from all kind of social and crime related issues, etc., in today's world. 42 students attended the program.

C. NSS ACTIVITIES National Service Scheme (NSS) and National Cadet Corps (NCC) of Rayburn College in collaboration with Churachandpur Forest Department observed World Environment Day with the theme "Plantation Drive" on 4th June, 2022 at the College Campus.

D. Independence Day Celebration. D.1) To commemorate the 71st Independence Day Celebration, the National Cadet Corps (NCC) Boys/Girl unit of Rayburn College participated on 15th August, 2017 held at Peace Ground, Tuibong, Churachandpur, Manipur

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management at Rayburn College is not fully operational; however, the institution has made efforts to segregate waste according to its types. Waste is categorized into several groups,

including plastic, biodegradable, medical waste, and electronic waste. This segregation process is essential for promoting environmental sustainability and responsible waste disposal.

The Autonomous District Council of Churachandpur plays a crucial role in the management of these waste categories. They are responsible for collecting and disposing of the segregated waste appropriately. By collaborating with local authorities, the college aims to ensure that waste is handled properly, minimizing environmental impact and promoting public health.

While the college is still working towards a fully functional waste management system, the current practices demonstrate a commitment to improving environmental awareness among students and staff. Continued efforts in education and awareness campaigns can further enhance waste management initiatives at the college, fostering a culture of responsibility and sustainability within the campus community. By actively participating in waste segregation and collaborating with local authorities, Rayburn College is taking important steps toward effective waste management and environmental stewardship.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	`E. None of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	`B. Any 3 of the above`

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	`B. Any 3 of the above`

**reading software, mechanized equipment   5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Rayburn College is dedicated to creating an inclusive environment that embraces cultural, regional, linguistic, and socioeconomic diversities. The institution actively promotes tolerance and harmony through various initiatives.

One significant effort is the celebration of diverse festivals and cultural events, allowing students from different backgrounds to showcase their heritage and traditions. This fosters mutual respect and understanding among students. The college also organizes workshops and seminars that focus on topics such as gender equality, social justice, and community empowerment, encouraging open dialogue about diverse perspectives.

Additionally, mentorship programs pair students from underrepresented backgrounds with faculty and peers, providing support and promoting inclusivity in academic and social settings. The establishment of dedicated committees addresses specific needs and challenges faced by marginalized groups, ensuring their voices are heard and represented.

Through these initiatives, Rayburn College cultivates a culture of inclusivity where all students feel valued and empowered. This commitment to diversity not only enriches the educational experience but also prepares students to thrive in a multicultural society, promoting a sense of belonging and community harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Rayburn College actively promotes awareness of constitutional obligations among students and employees, focusing on values, rights, duties, and responsibilities as citizens. A key event in this initiative was the Block Level Youth Parliament organized by the Department of Political Science in collaboration with Nehru Yuva Kendra Sangathan in Churachandpur, Manipur, on July 7, 2022. This event aimed to engage youth in discussions about their roles in democracy and civic engagement.

In addition to this parliamentary initiative, the college collaborates with the Forest Department to enhance awareness of biodiversity conservation and environmental sustainability. This partnership emphasizes the importance of protecting natural resources and promoting sustainable practices within the community.

The college also conducts various awareness programs covering Fundamental Rights and Duties, regional seminars on Investor Education, and initiatives addressing domestic violence. These comprehensive efforts illustrate Rayburn College's commitment to fostering community engagement, education, and empowerment. By addressing these critical issues, the college aims to cultivate informed and responsible citizens who understand their roles in society and contribute positively to their communities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts	B. Any 3 of the above

periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<u>View File</u>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Rayburn College actively commemorates significant national and international days to promote awareness and community engagement. On Republic Day, January 26th, the college hosts a flag-hoisting ceremonythat emphasize the importance of the Constitution and democratic values. For International Women's Day on March 8th, the college organizes workshops and panel discussions featuring women leaders, focusing on empowerment and equality, culminating in a cultural program celebrating women's achievements. On World Wildlife Day, March 3rd, awareness campaigns educate students about biodiversity and conservation, including workshops, that encourage environmental responsibility. These celebrations not only enhance student participation and awareness but also strengthen community ties. However, challenges such as logistical coordination and ensuring broad participation persist, necessitating resources for materials and partnerships with local organizations. Christmas as the biggest festivals of Christian community is also celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title 1: Community Service Initiatives at Rayburn College

Objectives:

- **Enhance community engagement through education and awareness.**
- **Promote environmental conservation and sustainable practices.**
- **Instill social responsibility and active citizenship among students.**

Context: Rayburn College addresses social and environmental challenges in its region by implementing community service initiatives, leveraging participation from the NCC & NSS

Practice:

- **Environmental Awareness: Partnerships with the Forest Department for biodiversity conservation.**
- **Educational Campaigns: Programs on Fundamental Rights, Investor Education, and domestic violence awareness.**
- **Swachh Bharat Participation: Cleanliness drives in adopted villages.**
- **Employment Surveys: Identifying local unemployment issues and connecting residents to job opportunities.**

Evidence:

- **Increased community participation in initiatives**
- **Documented improvements in sanitation in adopted villages.**

Problems:

- **Initial resistance from community members and logistical**

issues in organizing events.

Title2: Inclusivity and Support for ST/SC/OBC and Economically Weaker Sections

Objectives:

- Create an equitable and inclusive educational environment.

Context: The college established a dedicated committee to support ST, SC, OBC, and economically disadvantaged students, ensuring equal access to resources and opportunities.

Practice:

- Dedicated Committee: Focused on policy development and advocacy.
- Inclusive Admissions: Prioritizing representation of marginalized groups.

Evidence:

- Increased enrollment of ST, SC, and OBC students.

Problems:

- Hesitance to engage due to stigma or lack of awareness.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Rayburn College has implemented a multi-faceted approach to address the critical need of serving underserved student communities. As the geographical location of the college is in hilly and rural part of the State, it has adapted admission policies thataccommodates students from diverse backgrounds, with special consideration for underserved and backward students whileensuring flexibility in the admissions process.

To overcome financial barriers, the collegeestablished a robust scholarship program and flexible payment options, offering higher education that is accessible to all. Recognizing the importance of language in education, the institution also offers courses and resources in multiple local languages, effectively breaking down language barriers. Furthermore, it has integrated vocational training into the curriculum, focusing on skill development to enhance the employability of its graduates.

The institution takes pride in its role in transforming lives and communities through education, one student at a time, staying true to its mission of inclusive and empowering education.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

In the next academic year 2023-2024, Rayburn college aims to introduce new courses in both undergraduate and postgraduate programs, focusing on emerging fields and industry needs.Simultaneously, the college also aim toincrease community service participation through a dedicated outreach office, service-learning programs, and partnerships with local organizations. To support displaced students, the college will establish a support centre, offer flexible admission policies to cater to the needs of the affected families because of the ongoing conflict in the State.

The plan also emphasizes enhancing digital infrastructure to provide more faculty training.Mental health and well-being will be prioritized through expanded counselling services and stress management workshops. Career services will be strengthened with more internship opportunities and networking events.

Additionally, Rayburn college will also promote research and innovation by planning to increasefunding and encouraging collaborative projects.

Finally, the college also aims atstrengthening alumni relations through engagement strategies and regular events, aiming to create a supportive network for current students and the college community.