



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RAYBURN COLLEGE

BSF ROAD, GANGPIMUAL

795006

www.rayburncollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

November 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

- Rayburn College was established in 1994 with a vision to achieve academic and spiritual excellence by providing quality education with accessible and affordable means to youths of the region. The institution is permanently affiliated with Manipur University under permission No. MU/1-65/98/CDC/136, dated Imphal, the 7th August 2012. The College is also recognized by UGC under Section 2(f) & 12 (B) of the UGC Act, 1956, No. 8-29/2015 (CPP-I/C), dated Delhi, 23rd April 2015. The College is located at Gangpimual, Churachandpur, at a distance of about 3 kilometers from Churachandpur Police Station and is well connected by road. The College extends over 5.5 acres of land with infrastructure facilities to cater to the requirements of students, staff, and faculty members to support all academic and co-curricular activities adequately. The built-in area comprises two three-storied buildings connected in the middle by a passage comprising well-furnished airy classrooms and administrative offices.
- The College offers 12 programs in undergraduate and 3 (three) postgraduate programs. A premier in the State to introduce Psychology at the undergraduate level and the only College in the Hill District of Manipur. In addition, 5 (five) certificate courses, Computer course, Korean Language: Beginner- 1 and Employability Training course are also introduced. These courses and training aids are introduced so that the students are equipped with necessary skills and prepare them for the professional world. It caters to over one thousand students annually from the region and neighboring regions, primarily belonging to minority categories such as Christian and Scheduled Tribe.
- The College follows a well-structured mentorship system for effective curriculum transaction and extra-academic guidance. Emphasis is also given to the spritual, mental health and physical well being of the students. The College counselor is available in the College on all working days during college hours. Students can address their academic and other issues suitably through the college counselor.

Vision

- Rayburn College was established with the vision to achieve academic and moral excellence and to cater to the unique needs of the remote and backward tribal people of Southern Manipur. The College is named after Dr. Robert G. Rayburn, who inspired the founders of this College toward the need for high-quality Christ-centered and Community-centered education in the country. Therefore the College strives to achieve this by inculcating values and ethics per the vision.
- The College motto, “Learn, Labour, Serve” also reflects the vision of the College. The motto represents the values and principles adhered to by the College in its various policies and practices, thereby creating academically competent professionals and socially responsible individuals.
- Rayburn College inclusively ensures that the fee structure is reasonably set to make education accessible to students of all sections of society. In the case of deserving students who earnestly desire to study at its institution and produce good results, the College explores avenues to create support systems such as scholarships and others to assist and waive fees payment or subsidize the fees substantially. The College also allows students to pay their dues on an installment basis.

- The College seeks to provide equal opportunities for its students to realize their fullest potential and thus shape them to become future leaders, entrepreneurs, understanding and appreciation for the complex and diverse cultures, religions and ethnicities.

Mission

Rayburn College has its articulated mission as provided:

- To provide and promote inclusive learning opportunities for all.
- To equip students with holistic education and skills requisite for employment.
- To provide resources and innovative knowledge to achieve academic par excellence.
- To inculcate a unique value system in the learning environment & develop socially responsible citizens.
- The College is not just the space for imparting knowledge to students within the four corners of the classroom but a place where academically oriented, sensitive, and socially responsible individuals are produced.
- The College strives to empower students with the necessary skills and provide the essential platforms for achieving holistic learning experiences. It abides by the core values, principles, and ethics to achieve academic excellence, personal integrity, social responsibility, social justice, and God's quotient.
- The College urges inclusivity; hence, utmost respect is given to all cultures, religions, and worldviews in the various activities, practices, and policies of the College.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college located at the heart of the Lamka Town, Churacachandpur district, has students from diverse socio-economic and ethnic backgrounds because of strategic location and dedicated teachers committed towards achieving academic par excellence.
- Good number of qualified faculties across department with NET/SLET/GATE, MPhil & PhD degree is undoubtedly a potent human resource in providing teaching-learning and research environment.
- The institution has a team of mutually supportive, experienced, sincere, dedicated, qualified, and skilled faculty and staff backed by progressive and cooperative administration.
- All classrooms, laboratories are reliable, robust and student friendly with IT-enabled.
- The College library is digitalised and is equipped with all the necessary facilities. It provides easy access to its extensive collection of books, journals, and e-resource within the campus and off-campus and is the best Library in the district.
- The College has been conducting Transdisciplinary workshops, symposium, seminars, conferences, and webinars regularly.
- The College under the various Clubs, Cells and Committees has a strong focus on Coscholastic activities for the holistic development of the students in various disciplines.
- The college has organised significant outreach and extension activities under the aegis of Evangelical Union, NSS, NCC such as blood donations, cleanliness drives, and many others. The college has also received District, State level recognition for its regular NCC campaign.
- The IQAC is vibrant in such a manner that it plans, coordinates, communicates and sees the execution of quality initiatives of the college.
- A strong alumni association, RBCAA, takes various initiatives in upliftment of the ST communities and

the promotion of the college in various fields.

- The College have excellent track record in sports and literary competitions at the university, state, and national competitions.
- The college with an area of 5.5 Acres provides conducive, clean, eco-friendly, tranquil campus with a good Air quality index making an ideal environment for learning.
- The college has sign an MoU's with NIELIT, NESEED Foundation and others to developed and enhance vocational and skill development courses for faculties & students.
- Significantly, the first college in Lamka Town, district of Churachandpur to offer post-graduate courses in Political science, Commerce & History.

Institutional Weakness

- Being a private college, the college is entirely dependent on the Affiliating University for all curriculum-related matters, which hinders the design and implementation of curricula for Add-ons and skill-related courses and for that matters the NEP 2020.
- MoUs and collaborations with other academic institutions, national laboratories, and other research institutions need to be enhanced.
- Access to various IoT for learning needs to be increased that would increase the impacts of the teacher-students relations and imposes skill-related courses.
- Inadequate resources for facilities, equipment and recruitment and retention of quality staff.
- The Administrative system can be improved in a holistic manner.
- Most departmental laboratories are not advanced standard.
- The library is semi-automated and does not have sufficient space and books and can be improve along with RFID Technology.
- Non-existence of students Hostels, staff quarters thereby causing difficulty in commuting by students, teachers having to opt for rent which cause another challenging tasks.
- The college does not have any units of faculty & students exchange programmes yet
- Not been able to organise faculty development programmes and workshops or seminar.
- Most departmental laboratories are not advance standards and needs improvements
- Despite the innumerable extension activities conducted by various department of the college and NCC, NSS, the college has received 9 (nine) awards, acknowledgement and recognition for these efforts.
- Research facilities and output is poor so the RCRDC of the college can take steps to improve and encourage increase output of research relating to various discipline.
- The college has limited outdoor sporting facilities within the campus premise due to space constraints
- Lack of Common room for students-teachers is yet to be established
- College Auditorium and conference Hall is yet to be established.
- The limited capacity-building programmes on ICT and IoT facilities in teaching needs a lot of development and knowledge-based training.
- The documentation process is yet to be fully digitised and automated.
- Facilities for PWD is yet to be fully instituted in the college.

Institutional Opportunity

- The college also creates and encourages awareness of imparting education and other civic sense to the various communities across the district thereby contributing greatly in the development of community social responsibility.

- With about 18 of the current faculty possessing Doctorate degrees, 2 Mphil, 8 PhD scholar 25, there is ample opportunity to further promote a culture of research among the faculty and students by augmenting research facilities through project funding and college start-up funds.
- Though the parent university does not grant guideship to faculty in colleges, more faculty members with Ph.D. can be encouraged and incentivized to apply for guideship form other universities or the parent university.
- Since the college has a dedicated placement cell, and RCRDC and ample department, it can work towards increasing the number of training for competitive exams, career counselling, and facilitating placement interviews for different employers.
- There is more room for having more activities with our partner organizations with whom 9 MoUs have been signed.
- Since many of the students are from weaker sections of the society, the introduction of Skills Development and Placement cells courses can play a determining role in upliftment and betterment of these students and the community they belonged to.
- Both NCC & the NSS are extremely dynamic and vibrant. The college clubs and various cells of the college can collaborate with the NCC and the NSS to organize more State, national and internationals events and more outreach/ extended programmes.
- The intense interest in sports and other academic activities shown by the students of the region can be translated into better performance in the state and national arenas.

Institutional Challenge

- One of the key challenges of the college is to find ways and means of designing and implementing innovative curriculum to provide students with relevant additional skills within the existing framework of the curriculum and the NEP 2020.
- To identify ways and means to Introduce new programmes which are self-funded but are accessible to the student community.
- To device process that can help cover the syllabus in a condensed semester schedule.
- To provide ICT training to teachers and students.
- To cater effectively to the students from the socio-economically disadvantages society and increase the number of scholarships and freeships for them.
- To have hostels for students to cater to students outside the district, capital and state.
- To have faculty apartment for those who came to teach from other districts, state.
- To promote sporting Excellency for the college, better infrastructure, facilities and platform among students is needed.
- Organising more skills based training through institutional linkages and collaboration with reputed organizations, industry as per the NSQF.
- To set-up a coaching platform for various competitive exams for students of the college across all streams.
- Improve documentation of the educational institutions including students' progression to higher education across disciplines'.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Rayburn College is affiliated to Manipur University (MU). Therefore, the College follows guidelines pertaining to curriculum, syllabus, and end-semester examination schedules as prescribed by the affiliating University.
- At the beginning of each semester, the academic calendar and timetable are prepared by the College's administrative team in accordance with MU's Calendar. The HODs do the distribution of workload for each faculty in accordance with the available time. The Dean of Examination appoints invigilators for end semester examination while continuous evaluation and assessment in the form of presentations, class tests, quizzes etc., are conducted by individual faculty, which are later submitted to the Dean of Examination office for Internal marks of the students.
- The academic teaching body updated their knowledge frequently by attending FDPs and supplemented the teaching-learning method with ICT.
- The College offer 12 programmes in Under-graduation and 3 Postgraduate programmes. In addition, 5 certificate courses, as well as a Computer course and Korean Language: Beginner- 1, are introduced as well. These aids the students in developing their skills and prepare them for the professional world.
- Experiential learning such as field study, field trips and dissertations as prescribed in the syllabus are strictly followed. Apart from this, optional classes such as music, dancing and cooking are introduced to 1st-semester students. Extra-curricular activities such as sports week, cultural events and graduation day are celebrated yearly under the of the various cells.
- Various cells, committees and clubs have been set up in order to address pertinent issues related to professional ethics, human values, gender, environment and sustainability.
- Valuable feedbacks are collected and analysed from students, teachers and alumni to assess the scope for improvement and thereby do the needful in order to make the College as par the required standard.

Teaching-learning and Evaluation

Rayburn College adopts student-centric method of teaching and different measure to help students improve their general academic knowledge and skill stated as under:

- Departmental activities such as field trips, study tours, excursion, industrial and institutional visits are organized from time to time.
- Computer courses in collaboration with National Institute of Electronic and Information Technology (NIELIT) are provided.
- Certificate Course on Korean languages in collaboration with Kim Sejong Institute, Imphal is undertaken.
- Special lectures/seminars/workshops/conferences/career guidance programs are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.
- The college NCC, two units of NSS, Red Ribbon Club, Botanic Club, Chemistry Club, Photography Club, Fitness Club were also instituted and took part in various Co-Scholastic activities.
- The college encourages Use of ICT & Smart TVs for PowerPoint presentations to help in teaching Aid and is well equipped Computer Labs, Botany Lab, Geography Lab, Physics Lab, Chemistry Lab, Zoology Lab.
- Teachers use social media platforms like WhatsApp to connect with the students beyond the classroom.
- The library functions in a semi-automated process operating through Integrated Library Management Software (ILMS) SOUL 2.0 since 2019 and upgraded with SOUL 3.0 in the year 2021 (Full edition) developed by INFLIBNET. The College Library also subscribes to N-LIST Consortium for accessing online e-resources so on so forth.
- 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.

- Every department follows a transparent and biased free evaluation system. In case of any exam related grievance, the college collects the applications on prescribed forms and forwards it to the concerned authorities of the College Grievance Redressal Cell and to the Dean of Examination. Remedial classes for students are also conducted by the college as and when required.
- Internal assessment was not mandated by the University before the pandemic and in light of such situation, concerned faculties conduct presentations, debates, class tests and other means of assessments at their own convenience.

Research, Innovations and Extension

- Rayburn College has been instrumental in encouraging research activities through RCRDC by providing the necessary ecosystem to faculty and students and by far it has received a grants of rupees 16.2 Lakhs. The college faculty members undertook Research projects on various topics funded by ICSSR, SERB. 10 research papers/chapters have been published by the faculty members.
- During 2017-2022, 49 workshops/seminars/lectures have been organised along with 1 (one) Intellectual Property Rights (IPR) along with 9 chapters in edited books. Also, that, all the departments of the College engaged in conducting discipline specific and interdisciplinary seminars/workshops/conferences.
- Rayburn College carried out extensive outreach programs thereby promoting the ideal of democratic leadership with social responsibility. The NCC, NSS, Versatile Club, Red Ribbon Club, Women Development Cell, Botanic Club, Chemistry Club, Photography Club, Fitness Club, Skill Development Cell organized more than 50 extension and outreach programmes. The College has received 10 awards for its extension activities. The various clubs of the college including NCC, NSS take the initiative to regularly organise extension activities, awareness campaigns on social issues within the state of Manipur that include various districts.
- Rayburn College has many collaborative activities from 2017-2022 Besides, many educational/ field visits have been undertaken in collaboration with various institutions and also specific field trip/study tour has been undertaken by Botany, Geography, Zoology, Political Science, History department from time to time.
- A total of 9 (nine) Academic & Technical MoUs were signed from 2017-2022. which includes those with Ayya Nadar Janaki Ammal College, People's Health Foundation, National Institute of Electronics & Information Technology, If not now, When? (INOW), King Sejong Institute, United College, John Pauli Leisure Centre, NESEEDS Foundations, Tata Consultancy Services Ltd (TCS).

Infrastructure and Learning Resources

Rayburn College consistently updates and upgrades its infrastructure and learning resources.

- The college extends over an area of 5.5 acres of land with infrastructure facilities to cater all requirements of students, staff and faculty members.
- The campus is spacious with ventilated classrooms, conference hall, and laboratory and library infrastructure which assist the faculty and students in their learning activities.
- The college has 29 spacious classrooms, each with a seating capacity of 40-70 students. All classrooms are properly ventilated with natural sunlight. Each classroom is furnished with teaching aids like boards,

teacher's table/lectern, student's desk, electronic fans, curtains and other electronic gadgets. Students' shelves are also provided in some classrooms. All class rooms are Wi-Fi enabled.

- The college offers 12 UG programmes, 3 PG courses, and certificate course in Korean and a short-term course on Skill Development. The college in collaboration with NESEED Foundation and TCS (Tata Consultancy Service) has employability training programme.
- The college library is equipped with plethora of books and periodicals journals to meet the essential, academic and intellectual needs of its users. The library is armed with the facilities for bar code label generation, and CCTV cameras is also installed in order to nullify the chances of theft and damage.
- The college has provided Hi-speed internet connectivity to the faculty members and students through Local Area Network (LAN)/WI-FI. With an adequate number of computers and WI-FI facilities in its constituent units, the college ensures that everyone gets an equal opportunity in access to knowledge via technology. The IT Department carries out repairing and maintenance work.
- The college has canteen, basket-ball court, volleyball court, gymnasium, rain-water harvesting, RO filtration, vermi compost pit, yoga centre, separate toilets for male and female. There is also solar power to supplement our electricity requirements in the campus.

Student Support and Progression

- 3,558 Number of students benefited by scholarships and free-ships provided by the Government and Non-Government agencies year wise during last five years.
- Skill Development & Placement Cell & NIELIT on “*Course on Computer Concept (CCC)*” for 6th semester B.A. students and Teachers are offered counselling and mentoring services.
- 411 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years.
- The College ICC cell, formed in the year 2020, aims to sensitize the students and faculty to work diligently to prevent sexual harassment in the college. It also set up a Disciplinary committee (2020) and Anti –Ragging Committee (2020) as per the UGC guidelines under Section 26 (1) (g) of the UGC Act, 1956. Grievances committee is constituted for addressing students grievances.
- Number of outgoing students placed and or progressed to higher education year wise during the last five years is 115 while the number of outgoing students since 2017 is 1,106.
- Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years is 29.
- Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years is 14.
- The Rayburn College Alumni Association (RBCAA) comprises of former students 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. Admission to the Association is made annually with a sum of Rs.100/- only as an annual membership fee to any ex-students of the College. The Alumni with an executive body of 9 members and the principal as an adviser welcome anyone willing to donate for the overall development of the college as well as help the socially-economically poor students.
- From time to time the Alumni organise various programmes like interactive sessions on academic, cultural and social issues.

Governance, Leadership and Management

- Rayburn College vision is to create socially responsible and academically competent professionals through innovative, quality, and holistic learning experiences. So different clubs and committee were constituted such as the In-house Journal Editorial Board, Women development cell, Rayburn College canteen committee, Rayburn college Admission committee, Rayburn College Finance Committee, Rayburn College Development Committee, Library Development Committee, Students' Representative of Rayburn College, Rayburn College Examination Committee.
- The organogram of Rayburn College reflects the democratic character and shared responsibilities in which the whole gamut of governance systems is vested through statutes and ordinances provided by Manipur University and the Principal.
- The IQAC of the college plays a key role in assessing and assuring quality in the teaching- learning and evaluation process. The IQAC conducts the bi-annual internal academic and administrative audit of departments and physical verification of laboratories to monitor and ensure quality in the college.
- Our college has MI (Minor Investigation Room) with a full time staff nurse and two Doctors on call.
- Seminars, conferences, workshops & training programmes are organised by Rayburn College at national and international level for faculty enrichment purposes and for nurturing a competitive and thriving academic environment.
- The Internal financial audit of the college is annually done by a Chartered Accountancy firm viz. S. L Gangwal & company. The firm is appointed by the Governing Body of the college.
- Since the inception of the Internal Quality Assurance Cell (IQAC), Rayburn College in 4th August 2015, it periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes.
- The IQAC frame service rules for teaching and non-teaching staff of the college. This was recorded on the meeting minute of the IQAC in Principal's Chamber on 26th January 2022. The service rules cover areas related to recruitment, placement, leave rules, workload, responsibilities, ethics, social security, incentives for PhD, MPhil, and pay scale and benefits.

Institutional Values and Best Practices

- Rayburn College highly prioritizes the issue of gender equity and sensitization. The Institution shows gender sensitivity by setting up various mandated bodies such as the Women Development Cell (WDC) and Internal Complaints Committee (ICC) as per Section 3.2 (15) of the UGC guidelines of 2015 to address the issue of gender sensitization, prevent sexual harassment, promote women rights and empowerment as well as the general well-being of female students and faculty within the campus. Besides, important national and international events adopted by the college includes : World Environment Day, Independence Day and Republic Day, World Blood Donor Day, International Yoga Day, World Ozone Day, World Mental Health Day.
- A large number of clubs like the Versatile Club, Botanic Club, Red Ribbon Club, Chemistry Club, Photography Club, Fitness Club, Women Development Cell, Skills Development & Placement Cell, NCC, NSS actively engaged in promoting harmony and inclusive environment with great social responsibility. Besides, The College offers a large number of courses that attend to issues of diversity, tolerance and Harmony through Major Indian Languages (MIL) such as Paite, Mizo, Hmar & Thadou-Kuki.
- The institution keeping in mind its mission cater to provide and promote equal learning opportunities for all. It has coordinated a provision of freeships/scholarships for economically weaker students which includes the exemption of 50% of the annual fees to students who are children of Church

Ministers/Priest/Pastors and providing free admission to students who fall under the marginalized list. Aside from this, the institution run NGO '*The Covenant Foundation*' contributes in providing higher education to underprivileged students, mostly orphans, under their care by covering their full annual fees. A total of 276 economically weak students have enrolled for higher education in the institution in the last five years. Nevertheless, the limited amount of funds and resources creates a problem for the institution to accommodate all economically weak students who are deserving candidates.

- The counselling centre since 2012 cater to the spiritual and psychosocial needs of the students and faculty and focuses on the areas of counselling/care, mentoring/guiding, and organizing/networking.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAYBURN COLLEGE
Address	BSF Road, Gangpimual
City	Churachandpur
State	Manipur
Pin	795006
Website	www.rayburncollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rev. Khen P. Tombing	03874-352690	9862088190	-	admin@rayburncollege.ac.in
IQAC / CIQA coordinator	Siamkhanthang Neihisial	03874-4352690	6909559307	-	siam@rayburncollege.ac.in

Status of the Institution	
Institution Status	Private and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes RBC Minority Certificate.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details				
State	University name	Document		
Manipur	Manipur University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	23-04-2015	View Document		
12B of UGC	23-04-2015	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	BSF Road, Gangpimual	Tribal	5.5	3.2

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English,	36	XII	English	50	43
UG	BA,Geography,	36	XII	English	50	44
UG	BA,History,	36	XII	English	40	29
UG	BA,Political Science,	36	XII	English	100	92
UG	BA,Sociology,	36	XII	English	30	26
UG	BA,Psychology,	36	XII	English	60	51
UG	BCom,Commerce,	36	XII	English	90	52
UG	BSc,Botany,	36	XII	English	20	6
UG	BSc,Chemistry,	36	XII	English	20	4
UG	BSc,Mathematics,	36	XII	English	20	12
UG	BSc,Physics,	36	XII	English	20	5
UG	BSc,Zoology,	36	XII	English	20	16
PG	MA,History,	24	BA	English	35	31
PG	MA,Political Science,	24	BA	English	35	35
PG	MCom,Commerce,	24	BCOM	English	25	22

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				53			
Recruited	0	0	0	0	0	0	0	0	27	26	0	53
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				27
Recruited	18	9	0	27
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	9	9	0	18
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	18	15	0	33
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		3	1	0	

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	653	1	0	0	654
	Female	522	0	0	0	522
	Others	0	0	0	0	0
PG	Male	65	0	0	0	65
	Female	25	0	0	0	25
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	433	484	435	552
	Female	266	269	281	393
	Others	0	0	0	0
OBC	Male	0	0	1	1
	Female	2	1	0	2
	Others	0	0	0	0
General	Male	3	2	3	3
	Female	5	5	3	2
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		709	761	723	953

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The College provides courses in the physical and life sciences, business and management, and humanities and social sciences. A multidisciplinary approach provides students with an arsenal of easily transferable skills across work environments, including problem-solving, critical thinking, time management, self-management, communication and writing, analysis and research methodologies, teamwork, and more. As envisioned in the NEP 2020, a multidisciplinary approach to education has plenty of room for implementation. According to the amended syllabus from Manipur University, the College has the necessary facilities and qualified teachers to adopt and adapt to the new curriculum</p>
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	<p>under the NEP 2020. Since we are an affiliated college with Manipur University, we are ready to take on the new revised syllabus from Manipur University.</p>
2. Academic bank of credits (ABC):	<p>Manipur University has yet to implement the Academic Bank of Credits regulation for affiliated colleges. If the parent university adopts the same, Rayburn College will be ready and committed to implementing the Academic Bank of Credits.</p>
3. Skill development:	<p>Students' emotional growth is aided by skill development and training. When learning new abilities, students must be eager to experiment. Along the road, they may experience setbacks and disappointments, but over time, this will educate them to accept setbacks graciously and cultivate a "never give up" mentality. In terms of NEP, the various departments of the College can provide specific skill sets to students at multiple levels. The College offers a variety of certifications to students to equip and empower them, bridging the gap between education and industry requirements. During their time at the College, all students participated in various certification courses, such as Employability Training in collaboration with TCS (Tata Consultancy Service). In partnership with NIELIT, Churachandpur, students are taught computer skills. Skills development courses are associated with NESEED Foundation, and Korean language studies in collaboration with King Sejong Institute, Imphal.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Culture influences how we perceive the world, community, communication and actions. Being a part of a culture impacts how we learn, remember, communicate, and act. As a result, culture influences learning and teaching styles to a large extent. Therefore, the College plans to introduce degree programs in major Indian languages such as Paite, Thadou-Kuki, Mizo, and Hmar. Cultural awareness and expression are the crucial factors students should promote and preserve, and develop a sense of their cultural identity, history, arts, and languages.</p>
5. Focus on Outcome based education (OBE):	<p>Outcome-based education allows students to choose what they want to study and how to review it. It not only adapts to a learner's strengths and weaknesses but also allows enough time to achieve proficiency and fluency in the subject matter. Since</p>

	implementing the Learning Outcomes-based Curriculum Framework (LOCF), the College has offered all programs following their respective POs, PSOs, and COs for curricula transactions. The attainment of outcomes is measured by students' performance in the internal assessments and final term exams.
6. Distance education/online education:	Distance or online courses are not permitted in colleges affiliated with Manipur University. As a result, Rayburn College does not offer any online or distance learning courses.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes. It has been set up under the direction and guidelines from the Election Office, Churachandpur District.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the ELC is functional. As per the direction from the Election Officer the Principal appointed one Nodal Officer among the faculty members of Political Science and two students as Campus Ambassadors. Yes, the ELCs are representative in character. It comprises of students from different discipline, ethnicity and regions.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Club has put up a notice board also know as “Wall of Democracy” in the college campus. This board contains relevant information pertaining to voting procedures, election terminologies and creative ideas to spread voter’s awareness. The Club will assist the district administration in the upcoming months, whether it is special drive for voter’s registration or celebration of National Voter’s Day or any other function the District Administration may entrust the club to do so.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	As the club has been established recently it is yet to take up or complete any initiative at the time of filling up this form.
5. Extent of students above 18 years who are yet to be	The Club is in the process of doing this activity at the

enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

time of filling up this form.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1217	953	723	761	709

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 53

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
53	48	35	19	16

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
188.28	111.11	140.34	311.99	167.17

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- Rayburn College is affiliated under Manipur University; therefore, it follows a pre-determined syllabus.
- The College prepare an annual Academic Calendar, which follows the Academic Calendar issued by the University before the commencement of the academic year. It outlines the schedule and information for teaching, examination, semester break and holidays, as well as other activities of the college such as sports week. The college strictly follows to ensure the smooth and efficient functioning of its teaching and administrative processes.
- At the beginning of each semester, to achieve excellence in education, the Administrative team comprising of the Principal, Vice Principal, Academic Dean, Dean of Examination, Dean of students' welfare and discipline, and IQAC coordinator, in consultation with the HODs, ensure a timely preparation of timetable as well as the availability of adequate facilities. The Heads of the department are then responsible for distributing the work load for the academic session.
- Orientation programmes for all the staff (teaching and non-teaching) and students are organised separately at the beginning of every academic year.
- The college makes efforts to diversify the teaching-learning process by employing ICT to supplement the intellectual teaching body. Each department also organise special lecturers by inviting resource persons to understand contemporary and discursive issues of their respective subjects matter. Rayburn college library provides access to a vast repertoire of e-resources, journals and books to strengthen teaching-learning.
- A mentorship system is applied for the effective transaction of the curriculum. A faculty mentor is assigned to a class for academic and extra-academic guidance. Emphasis is also given to the mental health of the students. The college counsellor is available in the college all working day during college hours. The counsellor also takes up referrals for counselling from teachers. Students can address their academic and other issues suitably through the college counsellor.
- The affiliating University has introduced an internal assessment for 30 marks in undergraduate programmes since academic session 2019- 20. Therefore, the college has taken steps to adhere to this by conducting assessments continuously. In accordance with the timetable allotted and the academic calendar, teachers hold teaching and assessments.
- The Dean of Examination is responsible for declaring the deadline for submission of internal marks and compiling the marks sent to the university.
- Multiple assessments such as presentations, assignments, class or unit tests, projects, classroom quizzes, etc., are taken, creating opportunities and continuous learning for the students.
- Students are informed well in advance about deadlines and criteria for assignment submissions date for class tests and presentations. Each mentors have a WhatsApp group which is used for conveying reading materials and other necessary information to the students as well as helping

the students with extra-academic support that students might require.

- Fieldtrip and project works which form an integral part of the assessment, are arranged following the pre-planned academic calendar.

File Description	Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Add on /Certificate/Value added programs offered during the last five years

Response: 8

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2

Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 5.89

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
72	63	122	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Rayburn College maintains core principles pertinent to Professional Ethics, Human Values, Gender and the Environment. Regional Development and Environmental Studies are compulsory non-elective subject in 3rd and 4th semesters respectively addressing issues including human values and gender as well as environment and sustainability. Apart from these, various courses of BA, B.Com and B.Sc. address issues relevant to Professional Ethics, Human Values, Gender, Environment and Sustainability.

The college also ensures that the same values are addressed and promoted in the co-curricular and extra-curricular activities as follows:

PROFESSIONAL ETHICS & HUMAN VALUES:

The college goes at length to address these issues and imparts the same in the following manner:

1. The Anti-Ragging Committee, College Grievance Redressal Committee, Disciplinary Committee, ST/SC Committee and Internal Complaints Committee are set up.
2. The National Service Scheme (NSS) conducts Blood Donation Programmes, Voter Awareness and Registration Programme, Cleanliness drives and other relevant activities to promote physical and emotional well-being.
3. The National Cadet Corps (NCC) takes initiatives such as assisting the elderly during the State General Elections, assisting the Traffic Control Police, Churachandpur, etc.
4. Various talks and Seminar on human rights and values are being organized by the college to inculcate these values to the students.
5. Every year, sports week and cultural fest are organised in order to impart values such as friendship, participation, coordination, empathy, acceptance, recognition, etc. to the students.

GENDER:

Issues pertaining to Gender are imparted to the students by the College in every possible manner. Some of the measures taken by the college to ensure gender equality are:

1. Women Development Cell has been constituted to maintain safe campus for both female staffs and students. It conducts various programmes related to gender issues such as Observation of International Women's Day, organization of seminars and workshops on gender related issues. The Cell also maintains a Grievance Box in the campus addressed to the OC/WPS under the Department of police, Govt. Of Manipur with helpline numbers to check gender discrimination, sexual harassment, etc.
2. Internal Complaints Committee is set up to ensure that no incidents of harassment in any form or degree happens to students.
3. The infrastructure of the College maintains that hygienic and sanitary toilets are available to both female staffs and students.
4. Sanitary pads are made available free of cost for both staffs and students within the campus. This

facility could be availed from the College nurse.

ENVIRONMENT AND SUSTAINABILITY:

The much needed consciousness for environment is imparted to the students and staffs in the following manner:

1. NSS, Rayburn unit occasionally conducts tree plantation, cleanliness drive within and beyond the campus.
2. Seminars and talks are organized by the College to heighten awareness and sensitivity in regards to environment and sustainability.
3. Rallies under the 'Swachhata Hi Seva' is organised by the NCC.
4. Two Botanical Garden; one in the campus and the other outside the campus, and Botanic Club are looked after by the Department of Botany.
5. The College campus is declared as "Clean and Green Campus" by Divisional Forest Officer Churachandpur, Government of Manipur

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 21.04

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 256

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes	
File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 93.64

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
557	470	272	297	244

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
615	490	300	300	260

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2

Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 63.36

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

2021-22	2020-21	2019-20	2018-19	2017-18
190	154	95	94	81

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

2021-22	2020-21	2019-20	2018-19	2017-18
294	245	150	150	130

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio**2.2.1**

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 22.96

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 using ICT tools

Response:

Rayburn College adopts student-centric methods of teaching and different measures to help students improve their general academic knowledge and skills. Teachers make the best use of technology in their teaching process. The College is greatly committed to innovations in knowledge delivery through e-learning to make the classroom learning more appealing. The College makes continuous and conscious efforts to enable students realize their potential and evolve as leaders, transforming agents of society. Some of the methods engaged by the college are:

- Department activities like one-day field trips, study tours, excursions, industrial and institutional visits are duly practiced.
- Students are encouraged to participate in local, state and national level festivals and competitions.
- Research Committee encourages the students and the teachers to engage in effective research.
- Certificate courses in Music, Dancing and Cooking are introduced and undertaken.
- Computer courses in collaboration with National Institute of Electronics & Information Technology (NIELIT) are provided.
- Certificate Course on Korean Language in collaboration with King Sejong Institute, Imphal is

available.

- Skill Development and Placement Cell provides Internship opportunity/Employability Training for students through Tata Consultancy Services, Kolkata.
- Counselling and Career Guidance Cell advises the students to manage/deal with emotional conflict and personal problems. Various life skills and psycho-education are administered to the students to help incorporate valuable life-lessons while exploring their thoughts and feelings in nurturing their personality.
- The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation and interactive learning. Project work is assigned in all practical subjects to encourage teamwork and participative learning.
- Special lectures/seminars/conferences/career guidance programs are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.
- Rayburn Journal and Magazine are published annually focusing on inter-disciplinary researches from college fraternity.
- The college has an NCC unit, two units of NSS, Botanic Club and Red Ribbon Club, Chemistry Club, Photography Club and Fitness Club.
- The college campus is Wi-Fi-enabled. Use of ICT & E-resources is encouraged. Smart TVs are used for PowerPoint presentations to help in the e-learning process.
- The college has well equipped Computer Labs. Printers and scanners are made accessible for all departments.
- Teachers use social media platforms like WhatsApp to connect with the students beyond the classroom. Lectures are also conducted online on Google Meet, Zoom, etc. FDPs are conducted to enable/familiarize the teachers with such online platforms.
- The Library functions in 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 INFLIBNET (an autonomous Inter-University Centre of the University Grants Commission (UGC) of India. With regards to classification of books, the library follows DDC 23rd latest Edition.
- The Psychology Lab emphasizes on training in applied psychological skills, with the purpose of creating students with high intrapsychic and interpersonal sensitivity.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year

wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
53	48	35	19	16

File Description

Document

Upload supporting document

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 71.93

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
40	34	24	14	11

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

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 are allotted 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.
- Personality development of the student is given a great importance and hence class presentations and discussions are held on regular occasions. Students undertake dissertations under the supervision of the teachers. This provides them a basic knowledge about the research methodologies. Viva and practical evaluations are carried out for subjects with practical components.
- Special morning classes are also conducted before the exams. These classes allow the teachers and students to interact less formally than in the normal class and allow the teachers to adopt different ways and strategies, means and aids to make the students understand the lessons in a better way.
- There is a systematic and structured mechanism to deal with the examinations and examination related grievances within the department and college. The college also has a robust and efficient Grievance Cell that caters to all the grievances of the students. Every department follows a transparent and biased free evaluation system. In case of any exam related grievance, the college collects the applications on prescribed forms and forwards it to the concerned authorities of the College Grievance Redressal Cell and to the Dean of Examination. Remedial classes for students are also conducted by the college as and when required.
- The facility for rechecking and re-evaluation of answer sheets is available with the Dean of Examination. There also is a provision for an improvement exam if the case is genuine and the student is not at all satisfied with his/her marks. In case if a student is not able to appear for the exam due to some genuine reason that could be medical reasons or some other major issues, he/she will be allowed to give the exam separately later if she is willing and applies for it with proper documents.

File Description	Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

- Rayburn College strives its best to impart outcome-based education to its students across all disciplines. After the students have chosen their choice of programmes, the next and vital step towards achieving this objective is to make all the stakeholders aware of the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and the Course outcomes (COs) of the different courses and programs offered by the institution. Though these are not all prescribed for each subject or paper by the Manipur University, the college frames its own if there are no specific prescriptions. This awareness is made through orientation or induction programs conducted by the institution within the first week of each semester either as a whole or by the concerned departments through each faculty for the concerned subject or paper. In such orientations, the learners are introduced to the aims, objectives, and expected outcomes of the programmes for both UG and PG courses.
- There are certain ways to assess whether the programme outcomes have been achieved or not and the performance of students in internal and semester examinations is also parameter of outcome assessment. Internal assessment was not mandated by the University before the pandemic and in light of such situation, concerned faculties conduct presentations, debates, class tests and other means of assessments at their own convenience though such assessments do not have weights in the assessment of the whole semester. It is only after the pandemic started i.e. 2020, that the Manipur University have mandated the conduct of internal assessments and the University mandated the marks to be allocated for such internal assessments.
- In courses with practical components, theory and practical classes are conducted. Students are encouraged to interact with the teachers so teachers can gauge the students' learning progress from such one-to-one interactions during the lessons which also enables them to modify their instructional strategies as per the needs of the students. Dissertation Work and Field Work are carried out by the students whose courses mandate them, in partial fulfilment of their respective degrees. Strict attendance is observed in the departments. All students are expected to have a minimum of 75% attendance in all subjects as is also mandated by the university.
- Every department ensures that the teaching-learning methodology for every course is designed and executed in tune with the stated objectives and outcomes. And if deemed necessary, depending on the performance of each department, remedial measures are suggested by the management.
- The college in general and departments in particular, are always open to concerned stakeholders like academicians, parents, alumnus, etc. who can give valuable input towards a more efficient attainment of outcomes and production of more valuable and responsible citizens out of the students. As such, students are always encouraged to take part in co-scholastic activities like workshops, seminars, competitions organised by different departments, NSS, NCC, or Cells, Clubs and Committees where their contributions are recognized and evaluated.

File Description	Document
Provide Link for Additional information	View Document

2.6.2

Pass percentage of Students during last five years

Response: 77.58

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
225	207	131	100	195

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
231	235	197	245	198

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.43

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 16.2

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
16.2	0	0	0	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

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3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The Rayburn College has been instrumental in encouraging research activities through RCRDC and Rayburn College In-House Journal by providing the necessary ecosystem to faculty and students along. It also encourages various Co-Scholastic activities to enhance knowledge, skills and exposure in various fields:

- During 2017-2022, 49 workshops/seminars/lectures have been organized along with 1(one) Intellectual Property Rights (IPR). Also, that, all the departments of the College engage in conducting discipline specific and interdisciplinary seminars/workshops/conferences.
- Rayburn College endeavours to promote the ideal of democratic leadership with social responsibility. The NCC, NSS, Versatile Club, Red Ribbon Club, Women Development Cell, Botanic Club, Chemistry Club, Photography Club, Fitness Club, Skill Development Cell organized more than 50 extension and outreach programmes. The College has received 10 awards for its extension activities. The various clubs of the college including NCC, NSS take the

initiative to regularly organise extension activities, awareness campaigns on social issues within the state of Manipur that include various districts.

- Rayburn College has many collaborative activities from 2017-2022 Besides, many educational/field visits have been undertaken in collaboration with various institutions and also specific field trip/study tour has been undertaken by Botany, Geography, Zoology, Political Science, History department from time to time.
- Academic & Technical MoUs were signed from 2017-2022. which includes those with Ayya Nadar Janaki Ammal College, People's Health Foundation, National Institute of Electronics & Information Technology, If not now, When? (INOW), King Sejong Institute, United College, John Pauli Leisure Centre, Tata Consultancy Services, NESEED Foundation.
- Skill Development & Placement Cell of the Rayburn College initiative is aimed at empowering the youth with adequate skill sets, to equip them with market-relevant skills and boost their chances of getting employment in various sectors of the economy.
- Research and Development Cell Committee of the College encourages not only the teachers but students too to engage in research. It also aims to organize seminars, conference of college, national or international level and also proposes to take up research projects from various sources. The research committee of the college has now been rechristened to 'Rayburn College Research and Development Cell' (RCRDC) as per the UGC Guidelines of 2022.
- Rayburn College, AISHE code C-9438, has become a Participating Institute (PI) in UBA and has been duly authorized to carry out the activities of UBA in our organization as Project Coordinator.
- Rayburn College has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge known as the Rayburn College Business Incubator through Atal Innovation Mission (AIM) and NITI Aayog, Government of India. With a mission to promote the new age entrepreneurs and promote the culture of innovation and entrepreneurial in the society, so as to serve as an active knowledge and resource catalyst for the development of promising entrepreneurs across different sectors.
- The college faculty members undertook Research projects on various topics funded by ICSSR, SERB. 10 research papers/chapters have been published by the faculty members.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 1

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.19

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

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	0	0	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1

Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The department/societies/clubs of the College engaged themselves in the (co-scholastic) extension activities that are carried out in the neighborhood community whereby sensitizing the students and the concerned community to social issues and its impact thereof for their holistic development. These are an integral part of the College activities. Brief reports of the activities are listed as under:

- The World Water Day was observed by the National Cadet Corps in collaboration with the NCC of Bethany College and Churachandpur Govt. Hr. Sc. School on 26th March, 2019. It was a means of focusing attention on the importance of freshwater and advocating the need for sustainable management of freshwater resources.
- The NCC Rayburn College in collaboration with Bethany College NCC, Churachandpur Hr.Sc.School NCC and Rayburn High School NCC observed International Day Against Drug Abused and Illicit Trafficking on 26th June, 2019. It is observed every year in order to strengthen action and cooperation in achieving the goal of a world free of drug abuse.
- The National Cadet Corps (NCC) of Rayburn Unit organized Mega Pollution Awareness Pakhwada on 2nd July, 2019 at the college auditorium. It aims to sensitize the people against various kinds of pollution and their effects.
- Awareness programme on “Fundamental Duties in Indian Constitution” was organized by The Lamka Core in partnership with Nehru Kendra Sangathan (NYKS), Lamka, Churachandpur at Rayburn College Auditorium on 28th February, 2020 (1:00pm). The students were made aware of their constitutional rights in order to strengthen our democracy and society.
- The National Service Scheme (NSS) and Eco and Environmental Club of Rayburn College organized a programme with the theme ‘Cleaning, Beautifying and Plantation’ on 12th March, 2021 for the beautification of the College Campus by planting green trees and flowers. It built environmental awareness amongst the students and encouraged them towards adopting eco-friendly practices.
- The National Service Scheme (NSS) of Rayburn College conducted Covid-19 Mass Awareness Campaign (Vaccination Mahotsav) with the theme ‘Unit to Fight Corona’ on 13th April, 2021.
- The IQAC in collaboration with National Service Scheme (NSS) of Rayburn College organized a programme on One Day Visit From Forest Department with the theme ‘Clean Campus, Green Campus’ on 30th October, 2021. The objective was to spread awareness to students in decreasing environmental issues in the campus to an extent. 22 students participated in this programme.
- The Versatile Club of Rayburn College organized a 20 Km Cycle Race on 30th April, 2022 with

the aim to promote students to use cycles for a more eco-friendly and convenient way of transportation. 22 students participated in this said event.

- Red Ribbon Club & NSS Rayburn College and Highland jointly organized a blood donation camp in collaboration with District Hospital in observance of World Blood Donors' Day on 14th June, 2022 at District Hospital, Churachandpur. Quite number of staffs and students of Rayburn College donated their blood for the said cause.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

1. The Ropiang Foundation Trust organized Lamka Optical Camp-2019, a joint project in collaboration with Bharat Petroleum on 8th November, 2019 at Rayburn College. The Ropiang Foundation Trust presented the Rayburn College an appreciation awards for organising the camp successfully thereby helps in providing eye health services to the students at large.
2. The NCC Rayburn College was awarded appreciation certificated for assisting the Churachandpur Traffic Police, Government of Manipur personnel in order to maintain free flow of traffic within the town in the peak hours of Christmas festival season from 16th-18th December, 2019. The public service rendered by the NCC was of immense importance for the welfare of the society in Lamka town of Churachandpur District.
3. District Administration appreciates the contributions made by NCC Cadets of Rayburn College under the supervision of Lt. Liankhansuan Hauzel for 12th Manipur Legislative Assembly Election, 2022 held on 28 th February, 2022 helping and assisting the needy Senior Citizen, handicap and maintaining queue at Part No. 28-Hebron (B), New Lamka, 58/28-Rayburn High School; (S/W) Polling Stations.
4. District Administration appreciates the contributions made by NCC Cadets of Rayburn College under the supervision of Lt. Liankhansuan Hauzel for their service rendered to District Administration, Churachandpur during Covid-19 pandemic 02/06/2021 to 01/07/2021.
5. Red Ribbon Club & NSS Rayburn College and Highland jointly organized a blood donation camp in collaboration with District Hospital in observance of "World Blood Donors' Day" on 14th June, 2018 at District Hospital, Churachandpur. Quite a number of staffs and students of Rayburn College donated their blood for the said cause.
6. Red Ribbon Club & NSS Rayburn College and Highland jointly organized a blood donation camp in collaboration with District Hospital in observance of "World Blood Donors' Day" on 14th June, 2019 at District Hospital, Churachandpur. Quite a number of staffs and students of Rayburn College donated their blood for the said cause.
7. Rayburn college has been awarded for participating in the "MANAV Scientific Reading and

Comprehension Self-Assessment Module (for students)”, conducted by Project MANAV – The Human Atlas Initiative in September to October 2021, jointly organised by National Center for Cell Science, ISSER Pune and Persistent.

8. Red Ribbon Club & NSS Rayburn College and Highland jointly organized a blood donation camp in collaboration with District Hospital in observance of “Mega Blood Donation Drive, All over India” on 17th September, 20202 at District Hospital, Churachandpur. Quite a number of staffs and students of Rayburn College donated their blood for the said cause.
9. Division Forest Officer (DFO), Churachandpur, Government of Manipur awarded Certificate of appreciation to Rayburn College, Churachandpur for maintaining “**Clean and Green Campus**” and for their incessant contributions towards a cleaner environment on 30th November, 2021.
10. The IQAC, Rayburn College has been given certificate of appreciation by Manipur University in recognition to the valuable contributions made by framing the syllabus of Psychology for undergraduate courses.

File Description	Document
Upload Additional information	View Document

3.4.3

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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 38

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

2021-22	2020-21	2019-20	2018-19	2017-18
17	6	4	6	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 9

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

- Rayburn College provides latest infrastructure and facilities that contributes to the academic growth of students and faculty. Spreading over approximately 5.5 acres with an **H-shaped** 3 storied building consisting of East and West Wing, it is a premiere college with the finest infrastructures in Churachandpur District. The Administrative Block, Office/Clubs/Cells, School of Commerce, School of Life sciences and School of Physical Sciences are in the West Wing of the college building. The College Library (KARUNAKARAN LIBRARY), Information Technology (IT) Block, and all Laboratories are in the East Wing of the college building. The College is located 3 kms away from Lamka town of Churachandpur district and away from NH 102B.
- The college has 32 spacious classrooms with a seating capacity of 40-70 students. All Classrooms are properly ventilated with natural sunlight. Each classroom is furnished with teaching aids like smart boards, lectern, students' desk, electronic fans, curtains, students' selves and other electrical gadgets. LCD projectors are installed in some class rooms. All class rooms are Wi-Fi enabled.
- Each science department - Physics (including two dark rooms), Chemistry, Zoology, Botany and Department of Psychology and Geography have a well-equipped laboratory with relevant infrastructure. All the 6 laboratories are well ventilated and are Wi-Fi enabled. Botany Department also maintains 2 botanical gardens, one at Mata village, Churachandpur and the other mini-garden in the college campus with different varieties of plant species and a Vermicomposting unit.
- ICT facilities for teaching and learning includes; twelve (12) smart televisions, fifteen (15) desktops (in the library and administrative block), and 10 laptops available for faculty and students to address the day-to-day requirement like power-point presentations and for providing lecture handouts to students. Each department has its respective well-furnished room, a computer and printer attached to each department rooms. Half of the top floor of East Block is dedicated as IT block in which 60computer sets have been installed for short term training courses for students and faculty.
- To promote creativity and artistic pursuits, the college engages and nurtures students in cultural activities,dance, music, photography and art. The Outdoor Court, Audio Visual room, Conference Hall, Dance Room and Recreation Centre are utilized for cultural activities. Students' orientation and graduation days are also organized every year.
- A well-furnished indoor gymnasium with 20-30 users is also open for both students and faculty. The college has an open playground for playing basketball and volleyball for sports-related activities. Indoor games are played in multipurpose hall. The college has a signed MoU with J.P. Leisure Turf for football and other outdoor items. With the implementation of NEP 2020, yoga being a part of the value-added course and skill enhancement course, one hall is allotted for yoga and meditation room to be maintained by the instructor.

- Other facilities like, IQAC, NSS, NCC, Faculty Rest Room, Girls Common Room, MI Room, KOTE, separate parking lot for students and staff, separate toilet for boys and girls, the college Canteen, Stationery, etc. are also available.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 60.5

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
136.2	168.25	125.25	98.2	28.05

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The main purpose of the library is to maintain an amicable learning environment and to provide right books or right information to the right users at the right time. The library also plays a vital role in preservation and conservation of the documents pertinent with the Rayburn Institution community and other important rare documents in different subject areas. The library ensures an easy access of its resources and services to all patrons, providing latest services and efficient maintenance using automation process.

LIST OF RESEORUCES IN THE LIBRARY

The library has the following number of resources as such:

Total number of Books=10599; Print Journals= 20; Print Magazines and Year Book=38+2; Online e-resources (N-LIST Consortia) = e-journals (10); e-books (12); Encyclopaedia=19; Newspapers (Local, Regional & National) = 08.

LIBRARY AUTOMATION:

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.

WebOPAC:

In regards to accessing of resource available in the library, WEBOPAC services has been introduced since 2020 using college intranet facilities based on database supported by SOUL 3.0 ILMS software.

AMOUNT SPENT ON PURCHASE OF BOOKS/MAGAZINES:

The College Library has allocated an open budget depending on the requirements as such since 2017 for the past academic five years, the library department has spent **Rs. 18,64,763/-** for purchasing of books, Journals and Magazines of academic relevance.

I.T. FACILITIES:

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. The library has set-up seven dedicated personal computer system for browsing WEBOPAC and Online e-resources.

ONLINE E-RESOURCES:

The College Library subscribed N-LIST consortium for accessing online e-resources, of which more than 226 library users (inclusive of both teachers and students) has been enrol as N-LIST members.

USAGE OF LIBRARY:

In regards to per day usage of library, more than 150 members access to library on regular basis. Bulk copying, systematic downloading or use of such electronic materials for commercial purposes and other such usages which are in violation to IPR rules and regulations is strictly prohibited.

It also provides special study cabin with seating capacity for 96 users with study hall capacity for 64 users. In an average there are more than 100 patrons' accesses the library resource daily. CCTV cameras are installed at various locations in and around the library to safeguard the reading materials.

SPECIAL SERVICES

The Library also provides services for persons with special ability, study cabin/ seats are reserved for such special members. The Library staffs assist them depending on the needs they have in accessing resource of the library.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure**4.3.1****Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection****Response:**

- To impart basic computer knowledge, the college recently set up an Information Technology (IT) center. The half of the top floor East Block is dedicated as IT block in which 60 computer sets have been installed. All 60 computers in the newly set up IT block are connected through LAN with an internet speed of 300 mbps through Airtel Xtreme Fiber. The computer laboratory is used for different purposes like computer certificate course, online exam purposes and syllabus based practical classes. The computer lab facility is always available for both students and faculties. Experts are hired to give training to the above.
- In addition, all 7 computers available in the administrative block are connected through Wi-Fi with 2 Wi-Fi access points.
- The college library is equipped with 8 desktops and a private Jio-Router and LAN connection, All members can access electronic resources through Wi-Fi and LAN network. One EPSON M2170 printer and Book scanner (CZUR EP-16 Model) are also available for both students and faculty use. Web OPAC catalogue services accessible through Wi-Fi and intranet facilities are also provided by the library.
- The college also has four (4) Multimedia Projectors.
- The entire college campus is Wi-Fi enabled.
- The college has one server with 128GB RAM, Hard Disk 1TB+256 SSD and processor Intel Xenon 2.40Ghz system model precision workstation T7500
- One Generator with 30kv, eight (12 volt) inverter batteries and three inverters (1-48volt, 2-24volt) are also available for power back up.
- All desktop in the IT block, administrative block, IQAC office and Library are run by Microsoft windows 10 64bit operating system while laptops are operated by latest window operating system.
- Twelve (12) smart TV (one-25inch, two-70inch, six-65inch, and three-60inch) are utilized by both students and teachers for ICT class power point presentation, seminar and other important

purposes.

- Projection screen for display are also installed in some class rooms.
- To ensure safety and security within the campus, CCTV cameras are installed at several vital places in the campus.

All ICT facilities are maintained and regularly upgraded with latest version by the IT expert hired by the college. The college Website is also maintained by an IT expert.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 17.9

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 68

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 14.16

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

2021-22	2020-21	2019-20	2018-19	2017-18
66.53	12.36	5.70	15.25	30.25

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 81.55

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

2021-22	2020-21	2019-20	2018-19	2017-18
845	854	412	743	704

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2

Capacity building and skills enhancement initiatives taken by the institution include the following

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 9.42

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

2021-22	2020-21	2019-20	2018-19	2017-18
378	0	0	0	33

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

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

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression**5.2.1**

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 10.4

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
71	19	10	7	8

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
231	235	197	245	198

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	7	5	8	6

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	7	5	8	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 78

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
45	4	13	8	8

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

The Rayburn College Alumni Association (RBCAA) comprises of former students who have voluntarily organised themselves into an association attached to Rayburn College. The College is proud of having an alumni association formed by past students of the College, most of whom are now in service holding prestigious posts. 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. With a zeal to render whatever support- moral or physical, cash or kind to the College and wherever opportunity comes or situation demands, the ex-students of the College have constituted a body entitled "Rayburn College Alumni Association (RBCAA)". 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 made annually with a sum of Rs 100/- only as an 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 marginalised students of the College. The Association presently is managed by an executive body of 9 (nine) members with the Principal as the Adviser efficiently.

AIMS OF THE ASSOCIATION:

The general aims of the Association are:

- To keep in touch with all former students to help them preserve, develop and live the values of the education they received.
- Maintaining close contact with their Alma Mater, Rayburn College, by providing 'feedback' to it and collaborating in its growth and development.
- To uphold and promote the values and the rights of the individual and the family.
- To work towards building up a social and political order based on justice, peace and harmony.
- The Association remains committed to serve all former students, regardless of whether they are registered or not.
- The Association endeavours to keep the ties of fraternal friendship with all its alumni alive.

OBJECTIVES

- To create and develop healthy cooperation and exchange of ideas and views among the members alumni.
- To organise various programmes like interactive sessions on academic, cultural and social issues.
- To organise various activities like civic programmes, awareness programmes, and sponsoring students through scholarships.
- To provide cooperation and coordination from time to time on the vital issue of the university.
- To institute prizes and awards for outstanding performance in competition, project work, research papers, etc.

From time to time, the Office Bearers of RBCAA have been involved in various activities of the College. The Association holds regular executive meetings to discuss and deliberate on multiple activities and events that need to be organised. The Alumni Association is always keen on the well-being and development of the College. They have a sense of gratitude, devotion, and dedication to the College. There is always a gesture of moral or physical support in them in favour of the alma mater.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

The College is named after Dr. Robert G. Rayburn who inspired the founders of this College towards the need for high-quality Christ-Centered and Community- Centered education in our country.

VISION

To create socially responsible and academically competent professionals through innovative, quality, and holistic learning experiences.

MISSION

Rayburn College has an articulated mission provided as under:

- To provide and promote equal learning opportunities for all.
- To equip students with holistic educations and skills requisite for employment.
- To provide resources and innovative knowledge to achieve academic par excellence.
- To inculcate a unique value system in the learning environment & develop socially responsible citizens.

CORE VALUES

- Academic Excellence
- Personal Integrity
- Social Responsibility
- Social Justice
- God Quotient

The Rayburn College is committed to transforming its vision into reality in its everyday governance, policies and actions. The administrative body consists of the Principal (As the Chairman), Vice-Principal, Deans, Coordinators, and Heads of Departments, Teaching and Non-Teaching staff.

Perspective plans toward accomplishing the vision and mission of Rayburn College:

- To channelize and systematize the efforts and measures of an institution towards academic par excellence.
- To develop quality systems for conscious, consistent and catalytic programme action to improve the academic and administrative performance of the College.

- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.
- Facilitating exchange programmes for students and faculties by signing MoUs for collaboration with other institutions.
- Introducing more postgraduate and add-on/short-term courses.
- Constituting Teaching-Learning Centre for faculty development/training programs.
- Upgrading classrooms to a state-of-the art teaching/learning space.
- Infrastructural development for facilitating the use of Incubation Centre and Conference Hall for advanced teaching and learning.
- Setting up a Digital Library, IT blocks and laboratories for enhancing Research Project/ Reports and Faculty Publications.
- Strengthening relationships with alumni and important stakeholders for fund mobilization to help the college and aid the socio-economically poor students, create business ideas, placement opportunities, and career options through Skill Development and Placement Cell of the college.
- Spreading awareness on social issues like mental health, suicide and stress management among many others to students, staff, non-teaching staff through the college counselors and Psychology department.
- Re-inventing good practices and setting up facilities for energy conservation and a well-defined sustainable environment.

The institutions have various clubs/committees/cells to enhance and promote various developmental activities of the college in tune with the vision and mission of the college such as: Versatile club, Botanic club, Chemistry club, Photography club, Fitness club, College magazine Editorial Board, Internal complaints Committee, College grievances Redressal Committee, Anti –Ragging committee, Disciplinary committee, Committee for SC/ST. The In-house Journal Editorial Board, Women development cell, Rayburn College canteen committee, Rayburn college Admission committee, Rayburn College Finance Committee, Rayburn college Development Committee, Library Development Committee, Students’ Representative of Rayburn College, Rayburn College Examination Committee. Besides a strong NCC & NSS unit who are engage in institutional governance & leadership within and outside the college campus.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

- The organogram of Rayburn College reflects the democratic character with shared responsibilities

against overall supervision, administration and the regulation of finances of the college rests with the Governing Body and the Principal whose authority is vested by the statutes and ordinances of the Manipur University.

- The Internal Quality Assurance Cell (IQAC) also collaborates with the principal in ensuring a quality teaching and learning environment within the college.
- The Governing Body under the leadership of the Secretary (Principal) gives direction to the administration, finances and regulation, purchases and development, and ensures quality assurance of the college. The Governing Body also appoints the Vice Principal and the Accountant in its capacity upon recommendation by the principal.
- The College Development Committee (CDC) administers decisions related to academics, workload, time table, purchases and maintenance, admissions, discipline and codes of conduct, curricular and extracurricular aspects of the college, subject to the provisions and ordinances of the UGC and the Manipur University.
- The Teachers-in-charge of the various Committee work in collaboration with the principal and their respective departments in accomplishing the academic, financial and co-curricular requirements of the departments.
- The Library is headed by a Librarian who advice & supervises the library assistants and maintains attendants of the Teaching, Students and Visitors of the College Library. The librarian also works with the Library Committee in upgrading the academic resources and facilities in the library.
- The IQAC of the college plays a key role in assessing and assuring overall quality in the teaching- learning and evaluation process. It also conducted the physical verification of laboratories to monitor and ensure quality in the college. Various skill-based and quality events are also conducted by the college under the aegis of IQAC.
- The Administrative Staff of the college is characterised by a well-defined organisational structure with define positions according UGC and its affiliated Manipur University rules and regulations.
- The Administrative decisions are implemented through the assents of the principal who is assisted by a coordinated team from the administration. The Caretaker supervises the maintenance of the infrastructure and the working of housekeeping staff, electricians, gardeners.

File Description	Document
Provide Link for Additional information	View Document

6.2.2

Implementation of e-governance in areas of operation

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

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

- Rayburn College implements several policies that support the welfare of the teaching and non-teaching staff.
- The College has MI (Minor Investigation Room) with a full-time staff nurse and two Doctors on call. Besides, the College has signed a MoUs with People Health Foundation Centre which is adjacent to the College campus and caters to the medical needs of the college teaching, students and non-teaching staff.
- The Department of Psychology organises health camps to instil awareness about important health issues such as cardiac wellness, women’s health, HIV-AIDS, and mental well-being.
- The college counsellor conducts consultation sessions with the staff and students to address mental stress and other related issues.
- Salaries of Teaching and Non-Teaching staff are disbursed in a timely manner (The ends of the months).
- The College provides financial assistance to the staff at a reasonable interest rate which helps the employees for their contingency needs. As such, the College provided General Provident Fund Accounts are available for all the staff. The staffs of the college are entitled to Annual Increment in their salary every year.
- Rayburn College provides a healthy and clean working environment with rich facilities such as staff room, administrative office, department rooms, and committee rooms serve as an important working space outside the classrooms.
- The College provides maternity and paternity leave and Child Care Leave (CCL) for women employees on humanitarian grounds to their employees.
- A well-furnished kitchenette is maintained by each departmental office in addition to the cafeteria facilities.
- A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources. And that the Teaching staffs are entitled to issuance of fifteen books at a time and non-teaching/Students staff is entitled to issuance of six books in their name.
- To enhance the Capacity building of the Faculty members trans-disciplinary Seminars, conferences, workshops, training programmes are organised by IQAC/Departmental wise or by the College administration constituting national and international for nurturing a competitive and thriving academic environment.
- The “**Rayburn College Staff Welfare**” (RCSW) is constituted in order to uplift the morale and to provide financial support to Rayburn College staff and non-teaching staff during marriage, or unfortunate victims due to unforeseen accidents, or serious illness.
- The College also provides an advance salary on the occasion of Christmas to both teaching and non-teaching staff. Through the College Academic calendar advance festival holiday is given to all employees.

File Description	Document
Upload Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 8.19

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

2021-22	2020-21	2019-20	2018-19	2017-18
14	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 95.8

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
72	50	48	40	41

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	18	18	18	18

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

- Rayburn College ensure utmost care in the maintenance of its financial transactions throughout the year by regularly updating its accounts through its accounting personnel. The accounts offices are constantly coordinating with the office of the principal to ensure that all financial transactions are on safe board. After preparing all the financial statements for a financial year, an internal audit was done by an auditor appointed by the principal.
- The Governing Body of the College appointed an External financial auditor **S. L Gangwal & Company** which is a recognized and registered firm at the Institute of Chartered Accountants of India (ICAI).The latest audit report was prepared for the year 2021-22.

File Description	Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Practice I

Documentation of Files

Since the inception of the Internal Quality Assurance Cell (IQAC), Rayburn College on 4th August 2015, it periodically reviews the teaching-learning process, structures and methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed. Maintenance of file management has been strictly enforced. The maintenance of college files initiated by IQAC falls under two categories viz.

(a) IQAC file documentation and

(b) Departmental file documentation

The IQAC office maintain the general files regarding information related to details of files, extension activities, certificate course, value added course, feedback on curriculum, department, Skill Development and Placement Cell, continuous internal evaluation, list of students, visitors register, stock records, list of departmental books for the librarian, alumni, logo, Vision, Mission, Objective of the Department, Work -Load and Time-table, Department Evaluations, Proposal Submitted, Department Resources and Inventory, Minutes of Meeting, Department Calendar, exchange program, different field visit, best practices follow up etc.

The respective Head of Departments maintain files such as faculty list, faculty profile, Teaching plans, Faculty research publication copy, outcome of the syllabus, Information Communication Technology (ICT) resources, audio visual, lessons created by the Departments, faculty achievements-awards, fellowship, projects, innovations, incentive received from the state, national and international and mentor reports, students' list on batch wise, gender wise, Disciplinary files, Internship/in plant training/project work, student achievements, student achievements, student who have cleared NET/SLET, student progression, counselling details, student social initiatives and clubs and associations.

Practice II

Service rules for teaching and non-teaching staff:

The IQAC is fully aware of the fact that performance expectations on the part of the employee performance of the staff by the institutes are made known to them. Consequently, the IQAC frame service rules for teaching and non-teaching staff of the college. This was recorded on the meeting minutes of the IQAC in the Principal's Chamber on 26th January 2022. A committee consisting of two faculties are entrusted to do the task. Service rules were framed and presented to the Governing Body for its approval. After all recommendations were taken, the rules were presented again to the governing body for its final approval. These service rules were then introduced in 2022. The service rules cover areas related to recruitment, placement, leave rules, workload, responsibilities, ethics, social security, incentives for PhD, MPhil, and pay scale and benefits. These service rules would also ensure that an environment of equal treatment will be meted out to each employee based on the requirements of the service rules, rather than on any form of favouritism.

File Description	Document
Provide Link for Additional information	View Document

6.5.2**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Rayburn College highly prioritizes the issue of gender equity and sensitization. As such, various committees and initiatives have been formed to ensure that learning takes place in a safe and secure environment. Gender discrimination, in any form or manner, is not tolerated and as such, the College organizes various programs, seminar, and activities to sensitize the students and staff in matters pertaining to gender-based challenges or concerns. The Institution shows gender sensitivity by setting up various mandated bodies such as the Women Development Cell (WDC) and Internal Complaints Committee (ICC) as per Section 3.2 (15) of the UGC guidelines of 2015 to address the issue of gender sensitization, prevent sexual harassment, promote women rights and empowerment as well as the general well-being of female students and faculty within the campus. Utmost priority is given to the safety and security of women on campus. Security personnel are appointed and stationed at the main gate of the campus. CCTV surveillance is set up within the campus to monitor the safety and security of all concerned. The institution shows gender sensitivity by providing separate common rooms and washrooms for female staff and students. Moreover, female counsellors are appointed to cater to female students and employees.

The important national and international commemorative days and events celebrated by Rayburn College and the initiatives taken are given as follows:

- **World Environment Day:** Under the initiative of the NSS, the institution observes World Environment Day each year on 5th June by organising programs which aim at spreading awareness about the environment. Tree saplings are planted within the campus in celebration of this day.
- **Independence Day and Republic Day:** Every year on 26th January and 15th August, Rayburn College, in collaboration with the NCC Unit, commemorate Republic Day and Independence Day by hoisting the National Flag, singing the National Anthem, conducting parades and speeches to foster a patriotic spirit among the students and faculty.
- **World Blood Donor Day:** The College, under the initiative of its National Service Scheme (NSS) unit observes World Blood Donor Day by encouraging students and employees in contributing towards healthcare through voluntary blood donation.
- **International Yoga Day:** The institution in collaboration with the NCC unit observes International Yoga Day every year on 21st June to promote the art of healthy living among students, both physically and mentally. Students practice a series of stretches, poses, and breathing exercises.
- **World Ozone Day:** Geography Department in collaboration with Chemistry Department observed World Ozone Day on 16th September, 2022 to create awareness on the importance of the ozone layer, its protection and preservation.

- **World Mental Health Day:** The institution, under the initiative of the Department of Psychology, observe World Mental Health Day on 10th October every year to create awareness on mental health issues and promote mental health among the students and faculty. Students participate in seminars or talks relating to mental health organized within and outside the college. Moreover, students are encouraged to campaign for awareness of mental health through activities like creation of posters and flyers.

File Description	Document
Upload Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Upload supporting document	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance

and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

- Rayburn College, constituted at the heart of the Lamka Town instituted with the motto "Learn, Labour & Serve", caters to immense care and emphasizes on the social and educational activities based on culture, harmony, community development and integrity and patriotism besides providing the best academic education. In pursuit of its desired goals, the College ensures to promote an inclusive and participatory environment for its students' overall achievement in each academic endeavour.
- The College seeks to provide admission to students from diverse backgrounds in the college in terms of religions, communities, languages, regions, genders, etc. After admission, an orientation programme is organized for the incoming students to sensitize them about the importance of tolerance and harmony in a diverse campus.
- A large number of Clubs like the Versatile Club, Botanic Club, Red Ribbon Club, Chemistry Club, Photography Club, Fitness Club, Women Development Cell, Skills Development and Placement Cell, NCC, NSS actively engaged in promoting harmony and inclusive environment with great social responsibility.
- A student centric club called the Versatile Club is endowed to promote activities that help to encourage interaction between diverse cultural, regional, linguistic, communal, socio-economic and other groups.
- All the major regional and religious festivals are celebrated by the entire College community with equal fervour and participation. It is not unusual to see the entire College community draped in traditional attires during regional festivals that are celebrated in the College.
- The College Cafeteria does their best to cater to the diverse gastronomical traditions and practices among the students. The College Cafeteria for instance has Continental, Local dishes on its menu. Students can also choose between vegetarian and non-vegetarian options.
- The College offers a large number of courses that attend to issues of diversity, tolerance and Harmony through Major Indian Languages (MIL) such as Paite, Mizo, Hmar & Thadou-Kuki.
- The students in Rayburn College come from diverse socio-economic backgrounds. Students who face financial difficulties are supported through numerous scholarships.
- Thus, Rayburn college vision was to create socially responsible and academically competent professionals through innovative, quality, and holistic learning experiences. So as an academic institution for youth, Rayburn College has its articulated mission as provided under:
 - To provide and promote equal learning opportunities for all.
 - To equip students with holistic education and skills requisite for employment.
 - To provide resources and innovative knowledge to achieve academic par excellence.
 - To inculcate a unique value system in the learning environment & develop socially responsible citizens.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice I

1. Title of the Practice

- **Philanthropical based Education**

2. Objectives

- To provide higher education and employment opportunities to all sections of the society with the goal of developing the economic status of the tribal areas.
- To increase the number of student enrolment to higher education in the tribal areas.

3.The Context

The institution is aware of the fact that there are many young students and youths in and around Churachandpur District who cannot pursue higher education due to financial limitations. The institution keeping in mind its mission to provide and promote equal learning opportunities for all, therefore, prioritizes making quality education accessible to economically weaker students and has made provisions to ensure that there is maximum enrolment of students in higher education.

4.The Practice

In pursuance of its goal of promoting enrolment of students to higher education and providing equal education and employment opportunities to all students, Rayburn College has coordinated a provision of freeships/scholarships for economically weaker students which includes the exemption of 50% of the annual fees to students who are children of Church Ministers/Priest/Pastors and providing free admission to students who fall under the marginalized list. This provision is highlighted in the College handbook, circulated at the time of admission, to encourage students in their educational pursuits. Students who wish to avail these freeships/scholarships are required to produce documents that reflect their family economic background at the time of admission. The selected students are provided admission with the understanding that they are to successfully complete the course of their study programme.

In some exceptional cases, students who cannot pay their annual fees on time, are given the provision to pay their dues after the completion of their graduation or on their employment. Aside from this, the institution run NGO 'The Covenant Foundation' contributes in providing higher education to underprivileged students, mostly orphans, under their care by covering their full annual fees.

The details of the number of students enrolled through the freeships/scholarship schemes are given below:

Year	Number of Students enrolled under the 50% Scheme	No. of students enrolled under the 100% Scheme	Total
2017-2018	14	34	48
2018-2019	17	29	46
2019-2020	22	22	46
2020-2021	27	39	76
2021-2022	22	40	62

5. Evidence of Success

A total of 276 economically weak students have enrolled for higher education in the institution in the last five years. The success of this best practice is also reflected by the following graduates who have gone on to pursue their postgraduate studies:

1. Lianthiansiam Hanghal- BA Political Science
2. Lian Joel Samte- BA History

Some of these students have further found employment opportunities in various sectors.

6. Problems Encountered and Resources Required

While the implementation of the freeship/scholarship scheme by the institution is beneficial in fulfilling its mission, it is not without its fair share of challenges and problems. One of the biggest challenges faced is the lack of funds. The institution, within its capacity, bears the expenses of the aforementioned schemes and attempts to make higher education accessible to students who cannot afford the same. Nevertheless, the limited amount of funds and resources creates a problem for the institution to accommodate all economically weak students who are deserving candidates.

Best Practice II

1. Title of the Practice

- **Counselling Centre**

2. Objectives

- To provide counselling services, spiritual guidance, psychological and emotional support to the employees and students of the institution, further extending the service towards the community.
- To generate a healthy social, physical and psychological learning and work environment.
- To inculcate moral, social, and ethical value system along with academic pursuit in order to ensure holistic development of the students.

3. Context

The increase in spiritual, emotional, behavioural, and psycho-social issues among the youths over the

years has had a negative impact in their personal, relational and academic pursuit. The institution is fully conscious about academic and personal progress to accomplish the holistic development of students and faculty, understood the need of establishing a safe space to address such issues. Keeping this in mind, the institution decided to set up a counselling centre to provide the necessary guidance and counselling.

4. The Practice

The counselling centre was established in the year 2009 to cater to the spiritual and psychosocial needs of the students and faculty. It became fully functional in the year 2012. It mainly focuses on the areas of counselling/caring, mentoring/guiding, and organizing/networking. The institution's Chaplain, Evangelical Union, Department of Psychology and the Skill Development and Placement Cell are important pillars of the counselling centre as they contribute to the overall development of the students. The institution, keeping in mind its co-educational status, shows gender sensitivity by providing separate male and female counsellors programmes, community prayer meetings, mental health awareness programmes, interpersonal skill trainings, etc. are held on a regular basis to boost the moral and psychosocial well-being of the students, with the intention of positively affecting their academic and career development.

Students are encouraged to freely meet with the counsellors in matters regarding their spiritual and mental health, emotional well-being, or any personal challenges. The teachers also play an active role in identifying students who require counselling or mentoring and referring them to the counsellors. The sessions occur on a one-to-one basis and is treated as confidential. Validated questionnaires are also administered to the students with the purpose of counselling and care.

5. Evidence of Success

The success of the counselling centre is visible in the students' access to a support system during a period that is critical for their personal, academic and career development. Students have mentors who help them deal with their problems in a meaningful way and guide them towards living a purpose-driven life.

6. Problems Encountered and Resources Required

The disparity in the ratio of the counsellors and the students creates limitations in the ability to reach out and serve all the students well. Moreover, the stigma placed on mental health issues inhibits both students and faculty from seeking voluntary psychosocial support.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Rayburn College, initially established as a Higher Secondary school in 1994, upgraded to a college in 2003 aims to fulfil its vision of achieving academic and spiritual excellence for the economically, socially, and geographically disadvantaged youths of Southern Manipur.

The institution is distinctive in its priority and thrust towards holistic education for the youth in and around the Churachandpur area. In its determination to fulfil its vision of creating '*socially responsible and academically competent professionals through innovative, quality and, holistic learning experiences*', the institution provides an optimal learning space that allows the students to receive the resources and skills requisite for personal development, academic excellence, and employment opportunities. Various Committees and Clubs have been set up to encourage and strengthen student participation in programmes and activities organised within and outside the college.

The various Clubs and Committees dedicated towards promoting and achieving the all-round development of the students are listed as follows:

- **Disciplinary Committee:** Constituted in the year 2020 as a mandatory body under the provisions of UGC regulations to curb the presence of menace, unruly behaviour, and acts of misdemeanor within the campus. The disciplinary committee monitors and oversees the discipline of the students and imposes penalties if and when required. The committee plays a significant role in creating a healthy campus environment for the Rayburn community, which by extension, functions to produce socially responsible citizens.
- **SC/ST Committee:** In 2020, Rayburn College formed the ST/SC committee for the general welfare of the ST/SC students within the institution in matters pertaining to admission procedures, scholarships, effective implementation of policies or schemes. It promotes and oversees the interests of the students in the reserved category with the goal of uplifting ST/SC students, keeping in mind the larger interest of providing equal educational opportunities to the economically and socially weaker sections of the society.
- **The National Service Scheme (NSS):** The National Service Scheme (NSS) cell was established in the year 2007 with the motto "Not Me, But You" and is affiliated to the NSS Cell, Manipur University. The institution currently has two NSS units: Unit I and Unit II, with 100 volunteers each. The two units of the NSS cell have three adopted villages:

i) Mata

ii) Tangnuam

iii) Mission Compound

Volunteers and programme officers of the unit render voluntary service through various activities and programmes. Several Regular and Special camping programmes have been carried out as per the NSS

guidelines. The fundamental aim of this service is to create social consciousness, sense of responsibility, and personality development among the students by involving them in social work and community service.

- **National Cadet Corps (NCC):** Since 2003, Rayburn College takes pride in being the only institution in all of the hill districts of Manipur wherein the NCC Senior Division (Boys) and NCC Senior Wing (Girls) has been introduced. It is attached to the 14(M) Bn. NCC Imphal, Imphal Group, Manipur. Apart from receiving NCC training at the unit, the NCC cadets also serve as an organized work force in all the activities of the college and extend their services to the community. The NCC inculcates a spirit of courage, selfless sacrifice, sense of patriotism and sense of self confidence among the students with the aim of producing youths who are disciplined and dutiful.
- **Evangelical Union:** The Evangelical Union (EU) of Rayburn College functions under the Union of Evangelical Students of India (UESI). The EU organizes various activities to promote spiritual growth, development of leadership skills, and instill moral and ethical values among the participants.
- **Counselling Centre:** The counselling centre, established in 2009, became a fully functional centre in 2012. The fundamental aim of the centre is to provide counselling services for students, and provide well being to the students. A support system for their Spritual, Psychological, Social, Emotional, and Behavioural issues so that their personal and academic progress go hand in hand.
- **Skill Development and Placement Cell:** The institution set up the Skill Development and Placement Cell with the aim of equipping the students with the necessary cognitive, technical, and interpersonal skills to successfully perform any task and boost their chances of employment in the various sectors of the economy.
- **Rayburn College Alumni Association:** Constituted in 2019, the association is administered by an executive body of 9 (nine) members and the Principal as the adviser. The association render whatever support needed for the College and Tribal community nearby.
- **Women Development Cell:** Constituted in 2020, the Women Development Cell of Rayburn college addresses the issues of gender discrimination, sexual harassment, wellbeing and safety of female students and employees within the campus. The WDC inculcates a sense of social responsibility and justice among the students and helps in character building.
- **Red Ribbon Club:** Established in the year 2007 and acting under the aegis of the NSS Cell, the Red Ribbon Club of Rayburn College conducts programmes and activities to create awareness on adolescence health, to organise blood donation camps, and mobilise intensive awareness about HIV/AIDS and its prevention.
- **Botanic Club:** The Botanic Club was founded by the Department of Botany in 2021 and aims to educate students on the various aspects of Botany, usually not dealt within the classroom, by conducting seminars, debates, quizzes, and competitions on relevant topics. It also organizes various co- and extracurricular activities such as field trips, plant collection, lectures, and training workshops by eminent scholars to supplement knowledge. The club is possibly the first student club of its kind to be initiated since the creation of the Science Department in the college.
- **The Versatile Club:** Founded on 2022, the Versatile Club is a relatively new student club established in the College to cultivate interests in different areas, inculcate the spirit of team work and reinforce the relevance of culture in the students. It allows the students to explore, realize, and expose their talents through pro-academic activities and competitions. It aids the students in gaining the knowledge, skills, and experience required for leadership, communication, presentation, and public speaking.

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

5. CONCLUSION

Additional Information :

The College since its inception in 1994 upgraded to a college in 2003 have expanded its horizon, vision and mission thereby achieved many milestones.

In its 28 years of "Learn, Labour, Serve," the College has realized many of its vision and mission. It caters to the socio-economically and geographically disadvantaged community; therefore, the College has been an asset for the community in particular and the state in general.

The College shifted to its current location in 2020 to cater exclusively to undergraduate and postgraduate programs. This segregation was to create bigger space for classrooms, separate department rooms, offices, and laboratories, and for better administration in order to meet the growing number of student strengths and academic to promote excellency. Many new assets have been acquired, which are required for knowledge transactions.

The introduction of postgraduate programs in the College was a much-needed up-gradation for the District as there is no other HEI with postgraduation programs, making higher quality education accessible for the youths of the region and neighboring regions.

Skill Development and Placement Cell have been set up and is functioning successfully. MoUs are signed with NESEED Foundation, TCS, NIELIT, etc. to provide skill-based training to students and boost their chances of employability in various sectors of the economy. The College also provides avenues for students to explore their interests and passions outside the classroom by setting up various clubs.

The College is proud of its alumni, rendering commendable contributions to the community by serving in various fields

Concluding Remarks :

Rayburn College with an Areas of 5.5 Acres locating at the heart of the Lamka Town provides conducive, clean, eco-friendly, tranquil campus with a good Air quality index making an ideal environment for learning.

Rayburn College has a rich legacy of achieving several milestones, emerging as a pioneer educational institution established with the vision to achieve academic and moral excellence and to cater to the unique needs of the remote and backward tribal people of Southern Manipur. The College named after Dr. Robert G. Rayburn inspired as the founders of the College work towards the need for high-quality Christ-centred and Community-Centred education in the state & India's' NE. Therefore the College strives to achieve this by inculcating values and ethics as per the vision.

The College IQACs, NCC, NSS, Versatile Club, Red Ribbon Club, Versatile Club, Women Development Cell, Botanic Club, Chemistry Club, Photography Club, Fitness Club, Skill Development Cell organized more than 50 extension and outreach programmes. The College has received 9 awards for its extension activities since 2017.

Rayburn College carried out extensive outreach programs thereby promoting the ideal of democratic leadership with social responsibility. The various clubs of the college including NCC, NSS takes full initiative to regularly organise extension activities, awareness campaigns on social issues within the state of Manipur that include various districts.

As a premier educational institution in the country the college is committed to transforming its vision into reality in everyday governance, policies and actions & signed 9 MoUs with United College, INOW, NIELIT, NESEED, ANJA College, King Sejong Institute, JP Leisure Turf, PHF, Tata Consultancy Services. So as to facilitate these, Infrastructural development for facilitating the use of new laboratories and conference halls for advanced teaching and learning has been established.

The Institutions have various Committee/Boards/Cells to access various developmental activities such as: College Magazine Editorial Board, Internal Complaints Committee, College Grievances Redressal Committee, Anti-Ragging Committee, Disciplinary Committee, Committee for SC/ST, In-House Journal Editorial Board, Women Development Cell, Canteen committee, Admission Committee, Finance Committee, College Development Committee, Library Development Committee, Students' Representative of Rayburn College, Examination Committee.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
3.4.3	<p>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 organised in collaboration with industry, community and NGOs) during the last five years</p> <p>3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>12</td> <td>4</td> <td>9</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>6</td> <td>4</td> <td>6</td> <td>5</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	21	12	4	9	9	2021-22	2020-21	2019-20	2018-19	2017-18	17	6	4	6	5
2021-22	2020-21	2019-20	2018-19	2017-18																	
21	12	4	9	9																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
17	6	4	6	5																	
4.1.2	<p>Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)</p> <p>4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>259.30</td> <td>289.51</td> <td>486.96</td> <td>299.13</td> <td>28.05</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>136.2</td> <td>168.25</td> <td>125.25</td> <td>98.2</td> <td>28.05</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per Expenditure for infrastructure augmentation, excluding salary by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	259.30	289.51	486.96	299.13	28.05	2021-22	2020-21	2019-20	2018-19	2017-18	136.2	168.25	125.25	98.2	28.05
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2021-22	2020-21	2019-20	2018-19	2017-18																	
136.2	168.25	125.25	98.2	28.05																	
4.4.1	<p>Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)</p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)</p>																				

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
177.06	196.72	120.29	153.34	139.11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
66.53	12.36	5.70	15.25	30.25

Remark : DVV has considered only maintenance.

5.1.4	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. Any 2 of the above Remark : DVV has select C. Any 2 of the above as per shared report by HEI.</p>																				
5.3.1	<p>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 last five years</p> <p><i>5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years</i></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>65</td> <td>4</td> <td>13</td> <td>8</td> <td>8</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>45</td> <td>4</td> <td>13</td> <td>8</td> <td>8</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per excluded certificate of appreciation.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	65	4	13	8	8	2021-22	2020-21	2019-20	2018-19	2017-18	45	4	13	8	8
2021-22	2020-21	2019-20	2018-19	2017-18																	
65	4	13	8	8																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
45	4	13	8	8																	
5.3.2	<p>Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)</p> <p>5.3.2.1. Number of sports and cultural programs in which students of the Institution</p>																				

participated year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	11	0	5	6

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : DVV has made the changes as per No evidence on cultural and sports programs.

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has select B. 3 of the above as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>436.37</td> <td>486.24</td> <td>607.26</td> <td>452.48</td> <td>167.17</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>188.28</td> <td>111.11</td> <td>140.34</td> <td>311.99</td> <td>167.17</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	436.37	486.24	607.26	452.48	167.17	2021-22	2020-21	2019-20	2018-19	2017-18	188.28	111.11	140.34	311.99	167.17
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