



YEARLY STATUS REPORT - 2023-2024

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

• Name of the Affiliating University	Manipur University				
• Name of the IQAC Coordinator	Lalngaihawmi				
• Phone No.	8413014934				
• Alternate phone No.					
• Mobile					
• IQAC e-mail address	iqacrbc@rayburncollege.ac.in				
• Alternate e-mail address	awmi@rayburncollege.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.rayburncollege.ac.in/aqar/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.96	2023	07/02/2023	06/02/2028
6.Date of Establishment of IQAC			04/08/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Faculty	Empowerment of Equity Opportunities in Science	Science and Engineering Board	2023-2028	50 Lakhs	
Faculty	ICSSR Minor Research Project	Indian Council of Social Science Research	2021-2022	1.5 Lakhs	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
1. IQAC helps create and implement frameworks for internal quality assurance to ensure systematic and continuous improvement in academic, administrative, and research activities through annual activity calendar, annual action plan and academic calendar.		
2. IQAC helps in gathering data, ensuring documentation, and maintaining transparency and quality standards.		
3. IQAC is responsible for preparing the AQAR that documents progress on quality initiatives, outcomes, and any corrective actions taken.		
4. IQAC helps faculty with the process of publishing research in high-impact journals, providing them with resources like publication grants, FDP grants, and guidelines for publication.		
5. IQAC helps form partnerships with other academic institutions, research bodies, and industries for academic exchange and collaborative research.		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Facilitate the implementation of NEP 2020 as per parent university regulation	The College successfully implemented NEP 2020
Make concerned effort to inculcate culture of research among faculty members	Institution research award continued by Research & Development Cell for promoting culture pf research among faculty members
Foster institution social responsibility and community engagement	Institution social responsibilities and community services are rendered amidst conflict in Manipur since May 3rd 2023
Enhance and broaden existing cells and clubs' activities	Activities are carried out as per the annual activity calendar by various departments, Cells, Clubs & Committees (report available in college website)
Enrich Mentor Ward system	Mentor Ward System is introduced. All notifications are passed on to the students through mentors. Students who are slow learners are identified by the mentor and necessary remedial classes are organized. Peer educator is introduced for fast learner to support and strengthen their abilities
Seminars on FDP on IPR to be organized	World Intellectual Property Day organised by IQAC on 26th April, 2024
Strengthened MoU with partnering colleges and organizations	To strengthened MoU with Pachhunga University College, Mizoram, IQAC team visited the PUC on the 6th & 7th February 2024
Commemorate national and international days /events/ festivals	According to the annual calendar for national and international days/events/festivals calendar

	prepared by IQAC, these important days are observed by the concerned departments, cells, clubs and committee
Apply for Autonomous status	Conferment of Autonomous Status on 13th November 2023
Apply new courses for next academic session including MA in English, Sociology, Geography, Psychology and BA Economics	Request for granting permission for opening of new programmes to MU on 12th September 2023
Prepare and submit AQAR 2023-24	AQAR 2022-23 submitted. Filing and documentation for AQAR 2023-24 done by IQAC

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

Name	Date of meeting(s)
Board of Management	28/11/2024

14. Whether institutional data submitted to AISHE

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

15. Multidisciplinary / interdisciplinary

The college and Manipur University have taken the necessary steps to comply with the 2020 National Education Policy (NEP). The college offers courses in humanities, social sciences, commerce, life sciences, and physical sciences. Thus, the comprehensive multidisciplinary system has been partially implemented and will be completed according to the regulations. The Manipur University Academic Council approved the core curriculum. UGC Guidelines and NEP 2020 norms form the basis for multiple entry and exit in higher education academic programmes. Postgraduate courses have effectively included all 2020 National Education Policy (NEP) components as put out by the university from 2022. Major and minor multidisciplinary/interdisciplinary papers are divided into six semesters for three-year courses and eight semesters for four-year

courses. Disciplined Major papers are foundational courses that teach a subject. Students study these courses to earn a degree or certificate in a specific field. Students might choose interdisciplinary studies from other disciplines that interest them. Value-added, skill-enhancement, and ability-enhancing courses are offered alongside these multidisciplinary disciplines. Students can choose between a three-year (Bachelor's Degree) or four-year (Honours/Research) undergraduate programme. Choice- or credit-based platforms are used for all courses. Credits will be 24 each semester. Every paper allows students to enter and exit many times with certification. One year leads to an Undergraduate Certificate with 44 credits, two years to an Undergraduate Diploma with 88 credits, three years to a Bachelor's Degree, and four years to a Bachelor's Degree with Honours/Research. These degrees require a Bachelor's Degree CGPA of 7.5. This technique addresses gap year issues, allowing students to effortlessly shift to their next educational phase at any time after starting their studies. The institution wants to teach important social issues. To fully understand issues, all main courses will have innovative themes. Skills- and ability-based courses and value-added courses improve personality and capacity. These aid job hunting, livelihood management, and entrepreneurship.

16.Academic bank of credits (ABC):

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

17.Skill development:

Acquisition of new skills and training are beneficial to the emotional development of students. For students to be successful in acquiring new skills, they need to be eager to try. However, over the course of time, this will teach them to take losses with grace and create a "never give up" mentality. They may face setbacks and disappointments along the way as they are traveling. The various departments of the College are able to offer students at a variety of different levels the opportunity to acquire specialized skill sets in relation to NEP. The College provides students with a wide range of certifications in order to educate and empower them, thereby bridging the gap between education and the requirements of the market. During their tenure at the college, each and every

student took part in a variety of certification courses, including Employability Training, which was offered in conjunction with Tata Consultancy Service (TCS). Students are shown how to use computers through a collaboration with NIELIT, which is located in Churachandpur. The NESEED Foundation is affiliated with the skills development courses, and the King Sejong Institute in Imphal is working along with the Korean language studies team to provide these courses.

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

The integration of Indian Knowledge system into the curriculum at Rayburn College represents a significant step towards fostering a holistic understanding of India's rich heritage. This initiative aligns with the objectives outlined in the National Education Policy (NEP) 2020, which emphasizes the promotion of Indian language, culture, and traditional knowledge through innovative pedagogical methods. As part of the curriculum, many departments offer papers that enhance their students' knowledge of Indian society and culture. For example, the Departments of Sociology, Political Science, History offers specialized papers on Indian history, Indian sociological thought, Indian literature, and Indian political theory. This will result in the development of a more profound appreciation for indigenous knowledge and legacy. Events like Cultural Day are being organised in the college, which aims at inculcating a sense of pride and respect for promoting Indian culture amongst the students. Students are also encouraged to participate and represent the college in events of such nature that enhance integration of Indian Knowledge systems organized by other colleges and institutions. Culture has an effect on how we understand the world, how we interact with others, how we communicate, and how we behave. Because of this, the College intends to include degree programs in key Indian languages such as Paite, Thadou-Kuki, Mizo, and Hmar in its curriculum, to cultivate a feeling of their cultural identity, history, arts, and languages, it is essential for them to cultivate cultural awareness and expression.

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

a) The new curriculum prioritizes skill-based vocational education and activities in higher education institutions, and such courses are integrated appropriately. The Skill Development & Placement team, in partnership with NESEED Foundation, develops and manages courses for Manipur University's PG and UG programs. The courses emphasize career oriented and personal development opportunities,

allowing students to profit from other occupations in addition to the primary multidisciplinary/interdisciplinary subjects. The mandatory course Field Project/Internship/Apprenticeship carries credits. Students will gain experience in field work, office chores, and work situations to prepare them for future research or professions. These courses aims to familiarize students with undergraduate information and prepare them for higher courses by providing research and working environment experience. b) Curriculum includes skill and add on courses reflecting national interests. A Value-Added Course (VAC) is offered in every semester with credits. These courses promote humanistic, ethical, constitutional, universal values, scientific temper, citizenship values, and communal life. Vocational Studies (VS) are also essential to academic programs.

20.Distance education/online education:

The National Education Policy (NEP) 2020, emphasizes leveraging technology to enhance access, equity and quality in education. Distance or online education is a key focus area, which aims to expand learning opportunities for diverse learner, especially those in remote areas, working professionals, and individuals seeking lifelong learning. But the implementation of online and distance education faces significant barriers in areas where internet connectivity is unstable or social conditions are uncertain. These challenges, while daunting, also present opportunities to innovate and adapt traditional teaching practices to ensure continuity in education. Online education/distance education is not feasible in Rayburn College due to the following factors. 1. Unstable internet connectivity: limited access to high-speed internet in remote or rural areas and frequent power disruptions 2. Political and economic challenges hinders regular communication and access to resources. It makes it difficult for students to invest in digital devices

Extended Profile

1.Programme

1.1 15

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

File Description	Documents
Data Template	View File

2.Student

2.1 929

Number of students during the year

File Description	Documents
Data Template	View File

2.2 361

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

File Description	Documents
Data Template	View File

2.3 390

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 55

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 55

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	929
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	361
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	390
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	55
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	55
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	42
Total number of Classrooms and Seminar halls	
4.2	64,041,326.5
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	110
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Rayburn College ensures effective curriculum delivery through a well-structured, documented process aligned with the National Education Policy (NEP) and the syllabus set by its parent institution, Manipur University. Some faculty members are part of the syllabus formulation committee at the university, ensuring that the curriculum remains relevant and in line with NEP standards.

The college conducts an orientation program at the beginning of each academic year for both faculty and students. This orientation helps all stakeholders understand and familiarize themselves with the NEP guidelines, as well as the academic expectations for the year. Faculty members participate in NEP-focused workshops and regular professional development sessions, ensuring they are equipped with updated pedagogical strategies, student-centered teaching methods, and skills for effective curriculum delivery.

Each teacher submits a detailed lesson plan outlining course objective, teaching strategies, and assessment methods at the start of the semester. This ensures a consistent, structured approach to teaching while allowing flexibility to address diverse student needs. The college also conducts periodic reviews and feedback sessions to evaluate curriculum delivery. This continuous monitoring ensures that Rayburn College adheres to NEP standards and provides a high-quality educational experience, promoting academic growth and development.

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

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

The institution strictly adheres to a well-structured academic calendar, which is prepared by The Academic Dean, in consultation with the Heads of Departments, aligns the academic calendar with the University's schedule, incorporating Continuous Internal Evaluation (CIE). This ensures regular assessments through class tests, presentations, open book tests, and other methods in line with University norms. As per the University exam regulations, the CIE carries 25 marks, while the external examination is worth 75 marks. This assessment structure is strictly followed by the college.

In addition to the academic calendar, the Internal Quality Assurance Cell (IQAC), in collaboration with the Academic Dean, prepares a separate event calendar. This calendar includes co-curricular and extracurricular activities organized by various departments, such as cultural, sports, academic, and social events. These activities are scheduled to complement academic work, ensuring that students can participate without disrupting critical academic timelines.

This dual-calendar approach, combining academic and extracurricular activities, fosters holistic student development while maintaining a balanced learning environment. Faculty members prepare lesson plans in advance, and course distribution is based on specialization, ensuring timely syllabus completion. This coordinated planning ensures active student engagement both

academically and through extracurricular activities, contributing to students' overall growth and well-being.

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

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

15

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

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

3

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

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

397

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

397

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Rayburn College demonstrates a comprehensive approach to integrating crosscutting issues in its curriculum, aligning closely with the National Education Policy (NEP) guidelines and promoting holistic educational development.

In the Ability Enhancement Compulsory Course (AECC) for the second semester, the college offers environmental studies (EVS) which deeply explores sustainability, ecological consciousness, and environmental challenges. Beyond AECC, the College provides diverse Value Added Courses (VAC), Core Courses, and Skill

Enhancement Courses (SEC) addressing crosscutting issues.

These strategic courses integrate professional ethics, human values, environmental consciousness, and sustainability through targeted offerings like personality development, soft skills, financial literacy, human rights, peace studies, gender sensitization, health and medicine, intellectual property rights, and environmental toxicity.

The Women Development Cell, NSS, NCC, and student-led clubs such as Electoral Literacy Club, Red Ribbon Club, and Botanic Club serve as dynamic platforms for sensitization, creating a comprehensive ecosystem of learning and awareness beyond traditional classroom boundaries.

These initiatives transform education into a holistic developmental tool, emphasizing comprehensive personal and professional growth. Through these multifaceted approaches, Rayburn College prepares students to be socially responsible, ethically grounded, and environmentally conscious professionals.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

8

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

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

173

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.rayburncollege.ac.in/feedback-form/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1130

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

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

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

361

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

2.2 - Catering to Student Diversity

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

The college has different mechanisms that help in identifying the performances of its students. Faculty members also help in identifying advanced and slow learners and provide help and guidance to students so identified. This may include remedial classes for slow learners which may basically be classes after regular class hours or during holidays. Advanced learners are also sometimes asked to help in teaching-learning through presentations and discussions in classes where their peers may learn from them. The emphasis is on giving students more instruction in the courses where they perform the lowest. Departments work with other departments where students have trouble with open Elective Papers.

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

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

Number of Students	Number of Teachers
929	55

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Rayburn College adopts various student-centric methods such as experiential learning, participative learning and problem solving methodologies both inside and outside the classroom. These methods

help enhance the teaching learning process for both the students and the teachers. The college makes continuous and conscious efforts to make the classroom learning more appealing through e-learning.

Departmental activities like one-day field trips, study tours, and industrial/institutional visits are conducted. Practical classes are conducted for those subjects with practical in their respective laboratories using required advanced equipment and instruments providing the systematic and scientific teaching learning process to the students. Interactive learning methods including discussions, debates, and group presentations, encourage active student participation.

Wi-Fi connectivity, facilitating the use of ICT and e-resources for enhanced learning. Well-equipped computer facilities are available on campus. Printing and scanning facilities are conveniently available to all departments, enhancing operational efficiency.

The institution encourages students to take part in regional, state, and national-level festivals and competitions, fostering their creative and competitive spirit. To cultivate a research-oriented mindset, the Research Committee supports students and faculty in undertaking scholarly projects. NIELIT-certified computer courses are available to students, equipping them with cutting-edge IT skills.

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

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

The college faculty effectively integrate technology into their teaching methods. ICT available facilitates efficient communication and allows for engaging and impactful presentation of concepts. Teachers create interactive PowerPoint presentations, facilitating dynamic classroom discussions and effortless note updates. These help engage students, incorporate visual aids, easily update course materials, and foster interactive learning environments and provide up-to-date notes.

The library's semi-automated processes improve efficiency and resource accessibility. Automation software is upgraded from SOUL 2.0 to SOUL 3.0, leveraging advanced features. INFLIBNET designed and developed the library's automation software. Book classification in the library adheres to the Dewey Decimal Classification (DDC) 23rd edition.

The college boasts a Wi-Fi-enabled campus, facilitating seamless internet access for teachers and students. The classrooms are ICT enabled with cutting-edge technology, including projection systems and TVs which enhances the e-learning process.

Some faculty members utilize e-books, offering students a convenient, cost-effective alternative to traditional textbooks.

The College has a facility of full licensed ZOOM account.

The college faculty primarily utilize ICTs for administrative and instructional tasks such as lesson planning, online research, and record-keeping. They are still adapting to the usage of ICT tools daily to provide quality education to the students.

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

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

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
55	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
15	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
284.33	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Academic Calendar set at the beginning of the academic session incorporate Continuous Internal Assessment. There are two internal assessments before end semester University exam so that students have chance to improve the internal assessment marks. Frequent assessments allow instructors to identify students who may be struggling early on and provide them with support such as remedial class. Internal assessments are conducted in multiple modes, including classroom quizzes, written exams, oral presentations, group projects, research papers, and practical assessments. This accommodates different learning styles and skill sets. The criteria for internal assessments are well-defined and communicated to the students by the concerned faculty member. Students are also made aware of how their assessments are graded. The internal assessment process is consistent across different departments and courses, ensuring fairness and uniformity in how students are evaluated, irrespective of the subject.

The marks slip are submitted to the Dean of Examination through the Head of Departments, which accounted for 25% of the total marks.

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

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

A dedicated grievance redressal committee with examination and evaluation Committed headed by the Dean of Examination handles internal examination complaints, ensuring that all concerns are processed through a single point of contact, making the process more efficient and organized. The process is well-defined and communicated to all students. Students are informed about the specific steps to follow in case of any issues with their internal exams.

Upon submission of a grievance, students receive an immediate acknowledgment from the concerned authorities, which outlines the steps that will follow and the expected timeline for resolution.

The college ensures that all grievances related to internal exams are resolved within a stipulated period, usually within a week or two, ensuring that students' concerns are dealt with swiftly. In case of grievances, students are provided access to their answer sheets, assignments, or any other relevant assessment material, allowing them to understand the areas where discrepancies might have occurred.

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

2.6 - Student Performance and Learning Outcomes

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

The college follows the academic programs of Manipur University which is its parent institution. The Program Outcomes, Course Outcomes and Program Specific Outcomes of the courses are provided and posted on the college website for all to see. Also, each faculty members and students are made aware of the outcomes. The POs, SPOs and COs of the courses serve as the primary catalysts in the development of the course curricula. The college's Vision, Mission, and Objectives are prominently featured on the college website and are often emphasized by the college Principal during his addresses to the faculty and students. Additionally, the instructors frequently integrate them into their lectures. Every individual within the collegiate community is fully informed about the college's Vision, Mission, and Objectives. The outcomes of courses offered by the college are disseminated by the Head of Department to all faculty members, who subsequently relay them to the students in their respective classrooms. The PO, PSO, and CO are available at the discretion of the department head. The CO is included in the course syllabi that are distributed to the pupils.

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

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

The institution evaluates the achievement of Program outcomes, Program Specific Outcomes, and Course Outcomes through the use of Internal Assessment Tests, End semester examination, tracking students' development and employability etc. Internal marks may be given based on tests, assignments, topic presentation, attendance, etc. and its maximum score is 25% as mandated by the parent institution. End semester examinations are conducted by Manipur University with 75% of the total mark weightage of each paper/course and results declared by them. Another form of evaluation maybe tracking the advancement of graduated students into further studies where data regarding their advancement are collected and maintained. And the employment data of past students are another form of evaluation of their employability. Overall, the Student Satisfaction Survey which covers areas of course content, course and assessment processes and other concerns are collected and maintained to fully determine the overall success of the programs.

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

2.6.3 - Pass percentage of Students during the year

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

296

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/forms/d/15wuZulGythHdm4tuWB8wTca305IDaKCoZTLRwq4pKbo/prefill>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

33,31,780

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

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://serb.gov.in/ and https://icssr.org/

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

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

27

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

3.2 - Research Publications and Awards

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

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

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities in the neighborhood community play crucial role in the holistic development of students. By engaging with real-world social issues such as poverty, health, and environmental sustainability, students develop empathy, awareness, and a sense of social responsibility. These activities foster essential life skills like communication, teamwork, leadership, and problem-solving, helping students grow both personally and academically.

Through community-driven projects—such as volunteering in the road construction, environmental initiatives including cleanliness drive and tree plantation drive, or educational outreach such as visiting of relief camps and providing psychosocial first aid to internally displaced persons—students gain hands-on experience that complements their classroom learning. This exposure to diverse perspectives enhances their emotional intelligence and civic engagement, preparing them to be responsible global citizens.

The impact of these activities is significant. Over the course of the year, students volunteers from NSS, NCC and Versatile Club not only contribute to solving local problems but also develop confidence and practical skills. They take on leadership roles, organizing events or spearheading initiatives, which boosts their sense of accomplishment.

In essence, extension activities bridge the gap between theory and practice, promoting a well-rounded education that empowers students to make meaningful contributions to both their local and global communities.

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

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

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

4

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

9

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

195

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

3.4 - Collaboration

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

6

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Rayburn College coverover 5.5 acres, it offers proper space academic, co-curricular, and extracurricular activities including:

- Well-furnished, Wi-Fi enabled 40 Class rooms.
- 6 laboratories for School of Life Sciences, Psychology and Geography departments. All laboratories are Wi-Fi enabled and equipped with relevant infrastructure and latest equipment.
- A College Library with a seating capacity of approx. 150 users, more than 10k collections of books or documents, inclusive of academic, competitive, and general knowledge relevance. Subscribed to more than 40 academic and competitive associated journals and magazines.
- The Library Provide internet facilities through Wi-Fi and LAN connection, seven personal computer for browsing WEBOPAC and Online e-resources.
- All departments (16) are provided with a well-furnished department office with internet facility and a printer.
- A well-furnished indoor gymnasium with 20-30 users, open for students and faculty.
- 12 Smart TV for ICT class
- IT block with 100 computer set for short term training course for students and faculty.
- Conference room equipped with proper sound system, smart TV available for seminars, cultural events, lectures etc. Other support facilities like MI Room, NSS & RRC, IQAC, NCC, Counsellors room, Yoga hall, etc. are available to address the day to day needs of students and staff.

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

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

The Institution is dedicated towards holistic development of students. Students are encouraged to participate in different sports and cultural activities. The institution promotes and encourages students' involvement in cultural activities like dance, music, photography and art to nurture creativity and artistic pursuits. To promote cultural activities, the Outdoor Court, the Audio-Visual room, the Conference Hall, the Dance Room, and the Recreation Center are all put to use. Each year, students have specific days dedicated to orientation and graduation ceremonies.

Students have access to an outdoor play area for engaging in sports like Basketball and Volleyball. Table Tennis, Carrom, and Chess are played in a multipurpose hall. An instructor maintains a dedicated yoga and meditation room for college students and faculty to participate in yoga activities. Both students and faculty members have access to the fully equipped indoor gymnasium that accommodates between twenty to thirty individuals.

It host First District Level Intercollegiate Cultural Event with participating colleges. Rayburn College, apart from intercollegiate cultural events, conducts inter-department Sports and Cultural Week annually where students from various departments engaged in a week-long event of sports and cultural activities.

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

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

42.96

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- Name of ILMS software: SOUL
- Nature of automation (fully or partially): Fully
- Version : 3.0
- Year of Automation: 2021

The Library is functioning with a semi-automated process. Automation has been operated using Integrated Library Management Software (ILMS) 3.0 in the year 2021 (Full edition) designed and

developed by the INFLIBNET. The DDC 23rd latest Edition classification system is followed for the systematic arrangement of books and documents.

WEBOPAC services, has been introduced since 2020 using college intranet facilities based on database supported by SOUL 3.0 ILMs software. It allows users to browse, check availability, and find documents or books. The library has set-up seven dedicated personal computer system for browsing WEBOPAC and 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 enroll as N-LIST members. More than 40 academic and competitive associated journals and magazines are subscribed.

The Library Provide internet facilities through Wi-Fi and LAN connection, all bona fide members are entitled to access electronic resources through Wi-Fi and LAN network provided by the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**3.77**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****44**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

- The college IT block housed 100 computers, available for students and faculty, all connected through LAN with an internet speed of 200mbps through Airtel Xtreme Fibre.
- 12 smart TV (of 25-70 inch) available for students and teachers to address their day to day needs like ICT class, movie screening, PPT class etc.
- The library has set-up seven dedicated personal computer system for browsing WEBOPAC and Online e-resources. Wi-Fi and LAN network provided by the library
- 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) 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.

- 4 LCD Projector for ICT class, seminars, training etc.
- 12 Wi-Fi access point for staff and students.
- Printers and Laptops are available in all departments' room
- Projection screens are installed in some classrooms
- CCTV cameras are installed at several vital places in the campus.

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

320.56

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

1. **Laboratory:** The Dean of Examination makes plans for laboratory activities and practical classes along with the faculty. Requirements of new or additional items are listed by the laboratory assistants in consultation with the department teachers, and the HODs take it up with the Dean of Examination/ Controller, who in turn, forwards it to the management authority for procurement. The laboratory assistants and bearers are responsible for maintenance of the laboratories.

2. **Library:** The Library Committee headed by the librarian looks after the administration of the library. The principal approves the list of new books to be purchased submitted by the Librarian as provided from the HODs.

3. **Playground:**The Rayburn Versatile Club, faculty in charges of games and sports look after the sports facilities, and are responsible for the smooth conduct of all games and sports activities.

4. **Computers:** IT incharge and system administrator are in charges of the maintaining of the computers and ICT facilities.

5. **Class Rooms:** Classrooms are allotted to each department. Structural maintenance is done by the college management authority and; the works are supervised by the campus work supervisor.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year	
748	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
109	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://www.rayburncollege.ac.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
373	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
373	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

34

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

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

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

government examinations) during the year

1

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

8

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

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

Student-led clubs such as the Versatile Club, Botany Club, Science Club, and Electoral Literacy Club play crucial role in empowering students by encouraging active participation in decision-making, problem-solving, and communication. These clubs organize diverse co-curricular and extracurricular activities that promote a sense of involvement, belonging, and responsibility. Through these experiences, students develop leadership and organizational skills while contributing meaningfully to their campus community.

Non-statutory committees have student representatives serving as

key platforms for student advocacy. They bring forward concerns, ideas, and feedback, ensuring the administration is well-informed about student needs and experiences. This fosters a stronger connection between the administration and students, leading to decisions that better reflect student interests.

Each class elect Class Representatives who act as vital communication links between faculty and students, relaying important information such as announcements, deadlines, and schedule changes. They organize class meetings to discuss academic issues, share updates, and foster collaboration, providing a forum to voice opinions and solve problems together. Furthermore, NCC and NSS volunteers encourage students to engage in community service activities, like blood donation camps and environmental conservation activities. These initiatives promote civic responsibility, social awareness, and character development, helping students cultivate leadership, empathy, and commitment to social causes.

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

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

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

6

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

5.4 - Alumni Engagement

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

The Rayburn College Alumni Association (RBCAA) is made up of former students who have voluntarily organized themselves into an association attached to Rayburn College, 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 29 day of November, 2021. The College is proud of having an alumni association formed by past students of the college, most of whom are now serving somewhere holding prestigious posts. With zeal to render whatever support moral or physical, cash or kind to the college and wherever opportunity comes or situation demands, ex-students of the college 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. The association also welcome anyone willing to donate for the overall development of the college as well as to help the marginalize students of the college. The association presently is administered by an executive body of 8 (eight) members and the Principal as the Adviser for smooth functioning the association.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The governance of Rayburn College plays a pivotal role in

aligning its operations with its vision, mission and core values, ensuring that every decision and action contributes to the overarching goals.

- In terms of leadership structure, the governing body, finance committee, board of management, administrative team and heads of departments take the lead in achieving its institutional goals. It involves setting clear objectives that align with the vision and mission, followed by effective planning and execution of activities.
- The participation of teachers is ensured through various committees and cells such as the IQAC, Research and Development Cell, Skill Development and Placement Cell, Women Development Cell etc. Key decisions are made with the active involvement of all stakeholders, including faculty, staff, students, and the local community, ensuring that the institution remains responsive to emerging needs and challenges.
- The governance framework is characterized by transparency, accountability, and a participatory approach. This structure facilitates the effective implementation of policies that support the institution's mission of providing quality education, fostering research, and contributing to societal development. The governing body works to ensure that resources are allocated effectively to support both academic and infrastructural development, thereby enabling the institution to meet its strategic goals.

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

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

- Effective leadership is evident through the practices of decentralization and participative management, which foster a collaborative and inclusive environment.
- Different committees are in-charge of different aspects like examinations, admissions, academic affairs, infrastructure, purchasing, cultural activities etc. Department heads, faculty members, and administrative staff are empowered to take ownership of their areas, which enhances efficiency and

promotes a sense of responsibility.

- Participative management is another key aspect of effective leadership, where decisions are made collectively with input from all stakeholders, including faculty, staff, students, and sometimes even alumni. Regular meetings, forums, and feedback mechanisms help to encourage active participation from all levels of the institution. This collaborative decision-making process ensures that the voices of diverse groups are heard, leading to more inclusive and well-rounded outcomes.
- Through these practices, the leadership promotes transparency, trust, and accountability, which in turn boosts morale and fosters a sense of ownership and commitment among all members of the institution. These leadership strategies not only support day-to-day functioning but also align with the institution's long-term vision and mission, ensuring that the institution remains dynamic and adaptable to the changing needs of education. This participatory approach ultimately strengthens the overall effectiveness and sustainability of the institution's governance.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The institutional strategic and perspective plan of Rayburn College is displayed on the college website. It serves as a guiding framework for achieving the institution's vision and mission through systematic and goal-oriented initiatives. It focuses on key areas such as academic excellence, infrastructure development, research promotion, student support, and societal impact.
- The deployment of the plan is evident through various initiatives that align with institutional priorities. For example, if enhancing employability is a focus, the institution implements skill development programs, industry-oriented courses, and internships. Similarly, research is promoted by establishing research development cell, providing funding support, and encouraging faculty and

student participation in national and international conferences.

- To ensure successful implementation, the institution adopts a structured approach involving goal-setting, resource allocation, and regular monitoring. Committees or task forces oversee specific objectives, and tracks progress. Achievements are documented, and any challenges are addressed promptly through course corrections.
- The impact of the strategic plan is reflected in improved academic outcomes, enhanced infrastructure, increased research output, and better stakeholder satisfaction. By effectively deploying its strategic plan, the institution demonstrates its commitment to sustained growth, quality enhancement, and its role as a leader in education and innovation.

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

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

- The organizational structure of Rayburn College includes the Board of Management, the Principal, the Vice-Principal, the teaching staff, the non-teaching staff, and the students
- The institution's policies are well-defined and serve as guidelines for all aspects of its functioning, including academic activities, research, student welfare, and financial management. These policies are regularly reviewed and updated to meet evolving needs and regulatory requirements. The administrative setup is structured to facilitate smooth decision-making, with well-established hierarchies and designated roles, ensuring clear lines of communication and responsibility.
- The Principal ensures the smooth running of the college, and in this endeavor, is assisted by the Vice-Principal, the Deans and also by the teaching and non-teaching staffs.
- IQACensures the quality and smooth functioning of the Institution. Moreover, standardized procedures are followed for key administrative tasks, such as admissions,

examinations, and resource allocation, ensuring consistency and efficiency. These operational practices contribute to the institution's overall effectiveness, allowing it to meet its strategic objectives and maintain a high standard of education and service delivery. The result is an efficient, accountable, and responsive institutional environment that supports both academic and administrative excellence.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.rayburncollege.ac.in/organogram/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

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

6.3 - Faculty Empowerment Strategies

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

Rayburn College prioritizes the well-being of both teaching and non-teaching staff through a range of effective welfare measures, which are essential for fostering a supportive work environment. These initiatives, documented in the AQAR and SSR, include professional development opportunities, health and wellness programs, and various support services that address the diverse needs of staff members. By promoting a culture of care and

collaboration, the institution not only enhances job satisfaction and productivity but also contributes to a positive educational atmosphere. This commitment to staff welfare ultimately supports the institution's mission and enhances overall institutional effectiveness.

The Staff Welfare Committee promotes a positive and supportive work environment among the staff, and looks after their overall development and general welfare. It actively provides a forum for open communication between employees, and offers different welfare schemes as much as affordable. To date, the college continues to offer financial assistance to its staff through the 'Teacher's Welfare Fund', and through which various benefits are bestowed to selected employees in time of sickness or any other specified occasion. One such contribution within the year where was when a sum of Rs. 20,000 was given in aid of Dr. Manthianching's hospital bills.

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

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

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

9

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

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

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

1

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

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

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

23

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

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

Rayburn College's Performance Appraisal System for teaching and non-teaching staff is designed to promote accountability,

professional growth, and enhanced performance. This system, detailed in the AQAR and SSR, includes clear criteria for evaluation, regular feedback mechanisms, and opportunities for professional development. By systematically assessing staff contributions and identifying areas for improvement, the appraisal process fosters a culture of excellence and encourages continuous learning. Moreover, it aligns individual goals with institutional objectives, ensuring that all staff members are engaged in the broader mission of the institution and contributing to its overall success.

The Staff Recreation Committee was formed primarily to build relationships amongst all Rayburn College employees and cater to the recreational needs of the entire staff. The Committee focuses on inter-departmental activities and fellowship between the various committees, and includes activities such as organizing health-care programs, celebrating festivals, conducting family tours, family get together, staff picnic etc. By organizing and participating in these activities, it aims to encourage team spirit, foster camaraderie among colleagues, and improve staff morale, and inculcate a greater sense of belonging.

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

6.4 - Financial Management and Resource Mobilization

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

IQAC appoints Internal Auditors for the academic session. They review and verify the accuracy of financial records, such as income, expenses, assets, liabilities, and transactions. They ensure that financial data is correctly recorded and consistent with accounting standards. Internal auditors assess the effectiveness of the financial controls that the organization has in place. These could include procedures for cash management, expense approvals, procurement processes, and safeguarding assets. The process helps identify weaknesses in internal controls that could expose the college to financial risks, fraud, or mismanagement, and identify unnecessary costs or inefficiencies. They may recommend strategies for reducing waste or streamlining

financial operations.

External financial audit of the college is conducted annually through SL Gangwal & Company, an Imphal based Chartered Accountant firm. The firm examine the college's financial statements, including the balance sheet, income statement, cash flow statement, and other financial records, to verify their accuracy and completeness. The CA firm prepares an audit report that includes the financial statements, and it may highlight any material misstatements, discrepancies, or areas of concern.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

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

1,83,41,599

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

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

Colleges employ a variety of strategies to generate revenue, which can come from both internal and external sources. One of the most significant sources of revenue for the college is student tuition fees. Colleges review fee structure to ensure it is aligned with market conditions while also remaining affordable for students. Differential fee structure is implemented where higher fees are charged for certain programs (e.g., subjects with practical) based on demand and resource requirements. Donations from various sources which can be used for infrastructure development,

scholarships, or special projects plays a significant role in the financial sustainability of the college.

Colleges prepare annual budgets that outline income and expenditure across various departments (academics, administration, research, infrastructure, etc.). Regular maintenance schedules for buildings, equipment, and IT infrastructure ensure that the college's resources remain in good condition and continue to serve the institution's needs without incurring unnecessary costs. The colleges may enter into strategic partnerships with other institutions to share resources, such as faculty expertise, reducing costs while enhancing academic capabilities. Colleges optimize the use of its academic resources by ensuring that the curriculum is aligned with available faculty, research capabilities, and student needs. This helps avoid resource wastage on underutilized programs.

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

6.5 - Internal Quality Assurance System

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

IQAC since its inception thrives on enhancing institutional efficiency and accountability by preparing annual action plan, annual Nation/International days calendar.

The annual action plan is a strategic tool used by the college to plan and execute activities that support the college's mission, goals, and continuous improvement processes. It plays a crucial role in maintaining and enhancing quality across various aspects of college operations, including academics, administration, student services, and infrastructure. It helps in structured planning and execution. It maintains continuous monitoring and evaluation in order to gauge the effectiveness of initiatives and maintain high standards. Annual National/International days calendar plays a vital role in maintaining and improving the quality of operations and services in a college. It serves as a well-organized schedule that outlines all major academic, administrative, and extracurricular activities throughout the academic year. It ensures that these activities are planned,

coordinated, and executed in a timely and structured manner.

These practices helps in planning the allocation of resources (financial, human, and infrastructural) in a way that maximizes impact and efficiency. This ensures that resources are used judiciously for quality improvement initiatives.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

As part of the shift to NEP 2020 by the parent university, IQAC made necessary efforts to abide by it through introduction of rigorous continuous internal evaluation system reflected in the academic calendar, introduction of Value Added Courses (VACs) as per the prescription of MU In its efforts for the smooth and proper implementation, faculty development programmes were conducted. Under the instruction of IQAC, modification of POs and COs by departments so as to encompass the new syllabus as well as the vision and mission of the college. Mapping of teaching learning process and evaluation methodologies for smooth and effective transition were made.

NIELIT, Rayburn College Centre was set up in order to foster digital literacy and skills among students thereby bridging digital skills gap and enhancing employability. Computer Application Associates (CAA) course was introduced for students as part of the holistic approach to learning process applied in the college. IQAC streamline feedback mechanisms from various stakeholders. The feedback are reviewed and necessary actions are taken in order to strengthen the institution's teaching learning process, structures & methodologies of operations and learning outcomes.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rayburncollege.ac.in/annual-activity-report/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Rayburn College is committed to promoting gender equity and creating an inclusive environment for all students, faculty, and staff.

The institution actively promotes gender-balanced participation in various extracurricular activities, leadership roles, and academic programs. The college encourages both male and female students to take leadership roles in clubs, societies, and events, ensuring that opportunities for personal development are available to everyone. The college have various committees and cells such as

Women Development Cell, Anti Sexual Harassment committee to ensure that students and staffs to their rights and provide support and resources. A dedicated campus security team are on duty to handle various safety issues, including sexual harassment, assault, and other crimes. CCTV are installed in in key areas, including entrances, hallways, parking lots, and common areas, to deter criminal activity and assist in investigations.

Complaint drop box with contact number of District women police station are placed in various parts of the college; which is monitored by the Anti Sexual Harassment Committee.

A counseling room provides a safe space for women, particularly in the context of addressing issues like trauma, abuse, mental health challenges, and personal development.

Sanitary pads are made available at all times with the College Nurse.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Chemical wastes are collected to a different outlet pipe to prevent pollution of water:

Laboratory waste often consist of chemical waste which might degrade the environment natural resources like ground water and hence the college set up separate outlet for laboratory waste in departments of school of science where students perform scientific experiments prescribed in the syllabus.

Solid waste management system:

The college has an efficient way of segregating recyclable and nonrecyclable solid waste. Biodegradable waste are collected in the vermicomposting pit and are later utilised as a manure in botanical garden in its vicinity. Non biodegradable waste are managed through Churachandpur Autonomous District Council waste management system

Liquid waste management system:

Liquid waste are managed efficiently by drainage system and looked after by college grade - IV workers. The College have acwell-designed drainage system helps in the efficient collection and transportation of both stormwater (rainwater runoff) and sewage. Septic tanks are used and itbreaksdown solids and organic matter in the wastewater. This reduces the volume of solids and makes the liquid portion less contaminated.Over time, the effluent is absorbed into the soil, replenishing local groundwater supplies in a safe, environmentally friendly manner.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://docs.google.com/document/d/1snSKiWk66AsOxQQ7Nb50V4NruCG-b4i6/edit?usp=sharing&oid=106725794817887819859&rtpof=true&sd=true
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above						
<table border="1"> <thead> <tr> <th data-bbox="76 427 539 510">File Description</th> <th data-bbox="539 427 1445 510">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 510 539 611">Geo tagged photographs / videos of the facilities</td> <td data-bbox="539 510 1445 611" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 611 539 680">Any other relevant information</td> <td data-bbox="539 611 1445 680" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Any other relevant information	No File Uploaded	
File Description	Documents						
Geo tagged photographs / videos of the facilities	View File						
Any other relevant information	No File Uploaded						
7.1.5 - Green campus initiatives include							
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	D. Any 1 of the above						
<table border="1"> <thead> <tr> <th data-bbox="76 1167 539 1249">File Description</th> <th data-bbox="539 1167 1445 1249">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1249 539 1350">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 1249 1445 1350" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1350 539 1420">Any other relevant documents</td> <td data-bbox="539 1350 1445 1420" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded	
File Description	Documents						
Geo tagged photos / videos of the facilities	View File						
Any other relevant documents	No File Uploaded						
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution							
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above						

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

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The collegemotto "Learn, Labour & Serve," caters to immense care and emphasizes 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</p>

participatory environment for its students' overall achievement in each academic endeavor.

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.

All the major regional and religious festivals are celebrated by the entire College community with equal fervour and participation. 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 as an AECC. Additionally, the college also offer Value Added Course inculcating tolerance and harmony.

The students in Rayburn College come from diverse socio-economic backgrounds. Students who face financial difficulties are supported through numerous scholarships.

Non statutory committees such as SC/ST/OBC & PWD committee is also set up for the inclusive environment.

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

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

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

- The Anti-Ragging Committee, College Grievance Redressal Committee, Disciplinary Committee, ST/SC Committee, and Internal Complaints Committee are set up.
- 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.

- The National Cadet Corps (NCC) takes initiatives such as assisting the elderly during the State General Elections, assisting the Traffic Control Police, Churachandpur, etc.
- Various talks and seminars on human rights and values are being organized by the college to inculcate these values in the students.
- Every year, sports week and cultural fest are organized in order to impart values such as friendship, participation, coordination, empathy, acceptance, recognition, etc., to the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

IQAC prepares an annual calendar that includes important national and international commemorative days, events and festivals. This calendar is planned well in advance to ensure adequate preparation, smooth coordination, and maximum student participation.

Each department, club, or cell in the college is assigned specific commemorative days and events based on their field of expertise. This division ensures that the events are informative, relevant, and well-organized.

Students are encouraged to take leadership roles in organizing and executing these events. For instance, the Versatile Club organized World Bicycle Day, students enrolled in NSS and NCC organized World Blood Doner Day, World Environment Day and Cleanliness Drives in and around the campus. This involvement builds a sense of ownership and responsibility and promotes skill development in event management, leadership, and teamwork. Through a mix of educational activities, cultural celebrations, community outreach, and digital engagement, these celebrations help students develop a deeper understanding of global issues while contributing to the larger social good. The collaborative, inclusive, and student-centered approach ensures that these events are not only educational but also impactful.

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

7.2 - Best Practices

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

I. Social Responsibility

Objectives:The Motto "Learn, Labor, and Serve" foster community engagement through various initiatives.

The Practice:

- **Extension Programme - Road Construction:** In collaboration with Lanva Village Authority, the NSS Units of Rayburn College worked to improve access by constructing roads.
- **Blood Donation Drives:** By NSS and NCC
- **Tree Plantation:** Organized by the NSS, this initiative raised awareness about environmental concerns.

Evidence of Success:

- Improved road connectivity has enhanced student enrollment and attendance.
- Blood donation drives have bolstered morale and social commitment among students and staff.
- Tree plantation efforts heightened environmental awareness.

Challenges:

- Fund mobilization and coordination with local authorities.
- Lack of awareness on environmental issues was an obstacle.

II. Outreach Programs to Relief Camps Post-May 3rd Conflict in Manipur

Objective: To support communities displaced by the violent

conflict in Manipur, starting May 3, 2023.

Practice: The college organized outreach programs to provide humanitarian aid, collecting food, clothing, and medical supplies.

Impact:

- Strengthened the college's social responsibility.
- Fostered empathy, leadership, and service among students and staff.
- Alleviated immediate hardships for affected communities.

Challenges:

- Organizing logistics and equitable distribution in a volatile environment. Partnering with local NGOs ensured effective relief operations.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Rayburn College is deeply committed to fostering educational equity, with a distinctive focus on empowering Scheduled Tribes (ST) students comprising the largest portion of its student population. The institution actively works to bridge educational disparities through tailored academic and extracurricular initiatives designed to meet the unique needs of these students.

One of the college's flagship initiative includes mentorship, workshops, and financial aid for students. The program also features a tribal culture preservation drive such as District Level Inter college cultural events, where students can explore and document their rich heritage, fostering both academic growth and cultural pride. Additionally, remedial classes in core subjects ensure that students from marginalized backgrounds receive the support needed to excel academically.

It has also introduced courses on higher studies for the said students who do not have opportunity to pursue their studies

outside of the state. They are provided guidance on career opportunities, competitive examinations, and entrepreneurial ventures. By integrating cultural sensitivity with academic rigor, the institution has successfully nurtured an inclusive learning environment.

The sustained efforts of Rayburn College have resulted in increased enrolment, retention, and outstanding academic performances among ST students, making it a benchmark institution in delivering holistic and culturally-responsive education.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Rayburn College envisions the 2024-2025 academic year as a transformative period for enhancing academic excellence, community engagement, and holistic development. The college plans to introduce new courses to align education with regional needs and global trends. Faculty development programs will be prioritized to equip educators with innovative teaching methodologies. To empower Scheduled Tribes (ST) students, the college aims to expand its support initiatives, including scholarships, mentorship, and skill-based training, alongside cultural preservation activities that celebrate tribal heritage. Infrastructure development will include upgrades to the library with digital resources, the establishment of auditorium, and the implementation of eco-friendly initiatives like solar energy and a green campus drive. Community engagement will be strengthened through targeted outreach programs in health, literacy, and vocational training, fostering partnerships with NGOs for entrepreneurship workshops. Student well-being will also receive focused attention with expanded mental health counseling, leadership development programs, and inclusive sports and cultural activities. By implementing these strategies, Rayburn College seeks to create a vibrant academic environment that nurtures excellence, preserves cultural identity, and actively contributes to the socio-economic growth of the community it serves.