

MODERN COLLEGE IMPHAL



Annual Quality Assurance Report (AQAR) *Academic year 2017 -18*

Prepared by the IQAC,
Modern College (TRACK ID: MNCOGN 12236)
Porompat, Imphal -795005

Submitted to :
NAAC, Bangalore – 560072

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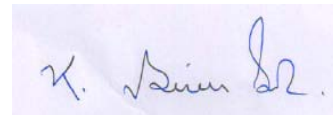
FOREWARD

The modern College, Imphal established in August 1963, was first assessed and accredited at the “B” level by the National Assessment and Accreditation Council (NAAC) in February 2005. The College has been the first among the Colleges of Manipur to have assessed and accredited by NAAC.

The College got reaccredited (2nd cycle) by the NAAC in February 2014 with the dedicated hard work put in by the members of the IQAC, Staff and Students. So far, the College has submitted AQAR for the last three years 2014 -15, 2015 -16 and 2016 -17. I am extremely happy to forward the AQAR 2017 – 18 prepared by the IQAC, Modern College, Imphal East and we are privileged to submit the AQAR to NAAC for further actions and recommendations.

The support and encouragement from the members of Staff, Students and various Cells/Committees have been enormous. With so much resources and support, the spirit of the College to mould individuals capable of catering to the needs of society remains undeterred .

I would like to thank all the members of IQAC, Modern College, Imphal for their sincere efforts.



(Dr. K. Biren Singh)
Principal,
Modern College, Imphal

The Annual Quality Assurance Report (AQAR), Modern College Imphal for the period 2017 – 18

Part – A

I. Details of the Institution

1.1 Name of the Institution	MODERN COLLEGE
1.2 Address Line 1	POROMPAT, IMPHAL EAST
Address Line 2	IMPHAL MANIPUR PIN No. 795005
City/Town	IMPHAL
State	MANIPUR
Pin Code	795005
Institution e-mail address	Moderncollege12@gmail.com contact@moderncollegeimphal.in
Contact Nos.	Principal : 09856051503
Name of the Head of the Institution:	Dr. K. Biren Singh
Tel. No. with STD Code:	0385 - 2446635
Mobile:	09856051503
Name of the IQAC Co-ordinator:	N. Bhubon Singh, Assoc. Prof., Department of Economics
Mobile:	09774755245
IQAC e-mail address:	1) Moderncollege12@gmail.com 2) nbhubonsingh@gamail.com
1.3 NAAC Track ID (For ex. MHC0GN 18879)	MNCOGN 12236

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/66/RAR/007

1.5 Website address:

www.moderncollegeimphal.in

Web-link of the AQAR:

www.moderncollegeimphal.in/AQAR 16-17

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2005	
2	2 nd Cycle	B	2.52	2013	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

12.07.2011

1.8 AQAR for the year (for example 2010-11)

2017 - 18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 01/11/2013 – 31/12/2014 submitted to NAAC on 21/01/2015
- ii. AQAR 01/01/2015 – 31/12/2015 submitted to NAAC on 18/02/2016
- iii. AQAR 01/01/2016 – 30/06/2017 submitted to NAAC on (20/09/2017)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

 Urban Semi-urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

 Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Manipur University,
Canchipur, Imphal

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc **N.A.**

Autonomy by State/Central Govt. / University	<input type="text" value="NA"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NA"/>
DST Star Scheme	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other (<i>Specify</i>)	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="13"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="21"/> * (Annexure iii)
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="04"/>	Faculty	<input type="text" value="02"/>
	Non-Teaching Staff	<input type="text" value="01"/>	Students	<input type="text" value="01"/>
	Alumni	<input type="text" value="01"/>	Others	<input type="text" value=""/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- Women Empowerment.
- Tourism & Hospitality.

2.14 Significant Activities and contributions made by IQAC

- Prepared AQAR, 2017 – 18
- Worked with coordination with various Cells/Clubs and Departments of college
- To pursue to the UGC for opening of degree courses on B.Voc
- Submission of proposal for increasing No. Of staff to the Govt. of Manipur
- To streamline running of Vocational course on Tourism & Hospitality

- vi) Actively took part in the all round developmental activities of the College.
- vii) To coordinate/supervise the construction/renovation works in the College campus.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
a) Planned to prepare AQAR, 2017 -18	Preparation of AQAR was finished by the middle of Dec., 2018
b) To re-constitute & activate different committees to initiate various academic & extra curricular activities of the institute	Successfully implemented
c) Submission of proposal to the Govt. of Manipur for increasing No. Of staff members	Increased
d) To streamline running of the Vocational course on Tourism & Hospitality	Successfully on going
e) To pursue to the UGC for opening of degree courses on B. Voc.	Opened 3 B. Voc degree courses on IT, Music & Sports Nutritionist
f) To pursue for fund for the renovation & construction of class room, wall fencing, toilet etc.	Arts block & Computer Labs. renovated, a new girls common room & one toilet block constructed, compound wall fencing done.
g) To construct a new Library with funding from NEC.	Construction started
h) To start land development work of the College play ground.	First phase completed
i) Installation of Smart Board.	Installed one Smart Board
j) To provide Wi-Fi facility around the College campus.	Wi-Fi facility with 35 MB provided.

* Attach the Academic Calendar of the year as Annexure. *(Annexure iv)

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate IQAC

Provide the details of the action taken

Data for AQAR was collected from different sources such as academic departments, office, library, sports & standing committees, cells/clubs etc. members of the IQAC worked together to analyse and re – arrange the Data.

The prepared AQAR was placed in the meeting of the Modern College Teachers' Association held on 22/10/2018. The members suggested some minor changes in the prepared AQAR.

The suggestions have been incorporated as desired. In the meeting of the IQAC held on 20/11/2018, the members recommended the submission of the prepared AQAR to the NAAC at the earliest for further action.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2 (B.A.,B.Sc.)			
PG Diploma				
Advanced Diploma				
Diploma		01(Tourism & Hospitality		
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				

*1. Short Term Computer Course (6 Months) 2. Fruit Processing (Diploma) course

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 (B.A., B.Sc.)
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

*Annexure v

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

There has been no revision/updating of regulation or syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	81	42	39	-	

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	18	03
Presented papers	02	05	03
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teachers use information/data from the internet during teaching-learning process and in the Departmental Seminars. In such Seminars the students avail the use of PowerPoint presentation which enlightens the knowledge not only for the paper presenters but also for the participants. Organization of such Seminar enhance the personality of the students and capability of preparing Seminar paper and self confidence.

Educational tour/study tour helps the students to get exposure and helps in improving their practical knowledge. All the departments are provided with L.C.D. Projectors and Laptops for improvement in the teaching learning process.

2.7 Total No. of actual teaching days

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. II sem	842					67%
B.A IV sem	439					56%
B.A VI sem	339	.00	4%	53%	29%	87%
B.Sc. II sem	315					59%
B.Sc. IV sem	245					54%
B. Sc. VI sem	313	00	3%	48%	12%	63%

1.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC is always on the alert to improve the teaching learning process in the institute. The IQAC monitors the performance of all the departments of the College regarding the timely coverage of the syllabus, conduct of Seminars, Unit test examinations as per plan to improve the teaching learning process by collecting information from the concerned head of departments. The various activities of all the Departments/Clubs/Cells are carried out with the knowledge of the IQAC.

The IQAC meetings are conducted at College as well as departmental level to plan the academic activities of the College. Authorities keep a vigil on daily teaching schedule. Subject wise result analysis is done after the examination results are out and corrective measures are taken up for improvement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	03
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	09	01	01
Technical Staff	04	10	01	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Teachers with research experience are better equipped (in general) in teaching-learning. This is because individuals with research experience have a wider range of reading, experience and adventures that usually make them better teachers. Thus, it is very essential to encourage the young teachers to undergo research besides their day to day duties.

On the above ground, IQAC communicates with the Modern College Research Committee and encourages the junior faculty members to indulge in the research activities. Apart from this, the IQAC also encourages the teachers of all the departments to take up minor/major research projects to have a research climate in the institute. The College Research Committee guides staff members for writing project proposals to various funding agencies.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		Rs. 53.15 lakhs	Rs.119.61 Lakhs	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		06		
Outlay in Rs. Lakhs		Rs. 9.82 lakhs	Rs. 11.85 lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	8 yrs	DBT, IBT hub	Rs119.61Lakhs	53.15 Lakhs
Minor Projects	18 months	UGC	Rs. 11.85 lakhs	Rs. 9.82 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					03
Sponsoring agencies					Modern College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Organised NSS camp. Under the sponsorship of Manipur AIDS Control Society through Red Ribbon Club and Indian Red Cross Society through Youth Red Cross the students got the chance to share the knowledge they got on various areas like HIV/AIDS, First AID, Disaster management, personal hygiene, Blood donation etc. to their peer groups and community at large. Students and teachers also actively take part in the International Day of YOGA celebrated at the College on 21st June 2018.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15 acres	Girls' Common Room	RUSA	Rs. 28 Lakhs
Class rooms	35	Compound Wall Fencing	RUSA	Rs. 35 Lakhs
Laboratories	10	Arts Block renovated	RUSA	Rs. 45.62 Lakhs
Seminar Halls	1 multipurpose Hall Audio Visual Hall	Indoor Hall Completed	UGC	Rs. 70 lakhs
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The college administration is partially computerised. Administrative works – meeting records, notices etc. are maintained and recorded in the college computers. The College introduces a group message system for notifying important and urgent information to all the teaching and non-teaching staff members and is ready to introduce the SMS based notification system for the students also. Financial transactions (pay & allowances) are carried out electronically.

Admission and Examination works under Manipur University are almost computerised. The college Library has been partially computerised and automated.

4.3 Library services:

	Existing		Newly added (2017-18)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14808	Rs.19.77 lacs	90	Rs. 41,703/-	14898	Rs.20.19 lacs
Reference Books	5955	Rs.28.33 Lacs	112	Rs. 41,464/-	6067	Rs. 28.74 lacs
e-Books						
Journals	7	Rs.4700/-			7	Rs. 4700/-
e-Journals						
Digital Database						
CD & Video						
Others (specify) News paper 1. National paper 2 2. Local paper 4 3. Employment News 2 ,	8	Rs. 24768/- per year	-	-	8	Rs. 24768/- per year

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	17	01	18					
Added								
Total	17	01	18					

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Most of the teachers of the college are computer literates and many of them own personal computers/laptops. All the Departments of the college have access to internet. Many teachers use internet to collect data and information for research purposes and class room teaching-learning.

Some members of the non – teaching staff use computer and internet for administrative purposes. Students avail the computer and e-mail facilities of the Departments of subjects they opt.

The Reliance Jio installed necessary equipments for providing Wi-Fi facility in side the College campus. Free Wi-fi facility with 35MB is provided inside the College Campus. The students can freely access internet in the College Computer Lab whenever they need and the Computer Lab is kept open during the College hours so that the students can use Computers during their free time.

4.6 Amount spent on maintenance in lakhs :

i) ICT	20,000
ii) Campus Infrastructure and facilities	1 lakhs
iii) Equipments	2.8 Lakhs
iv) Others	20,000
Total :	4.2 Lakhs

*. The amounts in 4.6 have been incurred /spent from the college non- Govt. account

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

On the very first day of the opening of the new session, the College conducts ‘Induction Ceremony’ specially for the newly admitted students in the B.A./B.Sc. 1st Semester. In this function, the Co-ordinator of the IQAC highlights about different scholarships that can be applied by the students who are low income or have a disability and above all the President of the Modern College Teachers’ Association talks about different merit scholarships instituted by the Modern College Teachers’ Association and other individual donors for the meritorious students. To assist the students on the application for scholarships and to deal with the scholarship related matters two teachers are appointed as maker and checker as per recent UGC guidelines.

5.2 Efforts made by the institution for tracking the progression

The College monitors and ensures the achievements of the learning outcome through the analysis of unit test answer paper, examination results, class room seminars and the pass percentage of the students in the University examination. The Games & Sports Standing Committee and Cultural & Literary Standing Committee organized various activities in the College and the students selected from such activities are recommended to represent the College in the Inter College and State Level activities organized by different Institutions. And the Committees record data of the students who participated and achieved laurels in such activities.

The institute has been able to track the progress of about 10% of the passed out students. In occasions like the college foundation day, the past students are invited to the college.

The Alumni Association is actively working in a way to enhance the progress of the college working with co-operation with the members of the staff of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2098			

(b) No. of students outside the state

1

(c) No. of international students

Nil

Men

No	%
1180	56

Women

No	%
918	44

Last Year 2016- 17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
277	92	1284	461		2114	249	99	1227	523		2098

Demand ratio 1:1.2

Dropout about 20%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The college has not been providing coaching facilities to the students who would opt to appear in competitive examinations. However, the Quiz Club regularly updates the knowledge of the students on current affairs/ topics which encourages the students for preparing competitive examinations. And also the College Career Counselling and Guidance Cell provides information to the students for choosing right career and avenues for various jobs. To update information of various competitive examinations, employment news and other related documents are subscribed in the library.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college has a Career Counselling Cell. The convener of the Cell keeps informing the students when there are interesting advertisements. The Cell subscribes Employment News for the convenience and benefit of the students..The college has been providing on-line-job-application facilities to the students. The Cell organized an awareness programme on “Tourism & Hospitality” on 13/07/2017 in association with JCRE Skill Solution, Thangmeiband.

NSS Programme Officers and the Associate NCC Cadet Corps Officer (ANO) of the college, to some extent, have been providing counselling and career guidance to the students for the last many years.

No. of students benefitted

30

5.7 Details of campus placement : N.A.

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The Modern College Women Cell takes the lead to gender sensitization programmes in the College and conducts the following programmes

- i) One day conference on the theme “Combating Violence Against Women for College students” on 9/8/2017.
- ii) Nation wide competition on “Legal Rights for Women” on 18/10/2017 sponsored by the National Commission for Women.
- iii) State Level Multiple Choice Questions (MCQ) competition on “Legal Rights for Women” was organized on 10/2/2018 in collaboration with Manipur State for Women.
- iv) Observed International Women’s Day on theme “ Press for Progress” on 8/3/2018.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level
 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

2017-2018	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from government	1178	130.05 Lakhs
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- To develop the college into a model college in the state.
- To strive for an excellent seat of learning with opening of multidisciplinary in undergraduate level.
- To bring forth a wholesome society in which the individual members are able to adjust and contribute.

Mission

- To open PG Courses and more Vocational Courses.
- The college shall strive to upkeep its pace with the surging need of the changing global education.
- The college gives importance to develop both physical and human resources so as to create equilibrium between academic and co-curriculum activities
- The college endeavours for the enhancement of knowledge with inculcation of values and quality for the betterment of society.
- The college shall transact the curricula as put forward by the Manipur University.

6.2 Does the Institution has a management Information System :

The College does not have a management information system however the important activities and achievement of the College are up loaded in our College website from time to time and SMS based notification system for teaching and non – teaching staff members is also introduced. The admission and examination works are carried out through Computers and the students are availed online job application for any competitive examinations.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum development is the prerogative of the Manipur University to which the college is affiliated. And the college is strictly to follow the regulations of the Manipur University that prescribe curricula and syllabi of courses run by the affiliated colleges of the state.

Some teachers belonging to various Departments of the college have been appointed to take part in the process of curriculum construction, development & framing of the syllabi of the Manipur University from time to time.

6.3.2 Teaching and Learning

The IQAC focuses on the improvement of the continuous teaching –learning process in the college. Meetings are held from time to time with the Principal in the Chair to discuss as to how the teaching-learning in the college may be improved.

The teachers of the college try hard to make the classroom atmosphere democratic as far as possible for making the teaching-learning more students centred. The teachers encourage the students for active participation in the interactions during classes. Classroom seminars are organised by the teachers on different topics/issues so that students are offered chances to express and share opinions. With these experiences, the students develop skill of interactive learning and they learn effectively in this collaborative way. Each and every Department arrange tutorial classes for giving extra knowledge to the good students and for improving the weak students.

Individual students are given tasks to find more study materials /information from library books, journals, magazine and also from internet surfing. This provides wider scope for futuristic learning

6.3.3 Examination and Evaluation

The college runs three years B.A./B.Sc. courses. Semester system is followed by the affiliated colleges as per Manipur University norms. The examinations are conducted by the Manipur University and Modern College is one of the University Centres that arrange/organise the examinations as per University rules & regulations.

The Departments of the college conduct Unit Test Examinations for the benefit of the students. But these college – examinations have no bearing on the final evaluation of the students by the Manipur University. And there is no internal assessment system in the graduate courses (general) run by the Manipur University.

After the University examinations are over, answer scripts are submitted to the University by the Centre-colleges for central evaluation. Senior teachers of the college are involved in the central evaluation of the University.

6.3.4 Research and Development

The Modern College being an undergraduate institute can not give top most priority to research activities. Teachers are engaged with the academic & co-curricular activities and extension services as well. As such, emphasising on research activities regularly by the teachers is difficult.

The College has a Research Committee and the Committee encourages the teachers who under go research work and extend help the teachers in applying major and minor research proposals. But there are some teachers engaged in research activities having undertaken minor/major project works. Some senior teachers are guiding research students while some other teachers are pursuing research works leading to Ph.D.

The college has a “Planning & Development Committee” that concerns the development of the institute. The Committee encourages young teachers to be involved in research activities and also organise seminars and symposia.

6.3.5 Library, ICT and physical infrastructure / instrumentation

a) Library -The college has a library with the stock of 14,898 Text Books and 6067 Reference Books. The library has been partially computerized and automated. Employment News, Journals, Magazines and News Papers are available and uninterrupted power supply is provided to the library. A separate reading room for the students is well ventilated and clean. Internet facility is also available in the library. The construction of a new Library Building (e-Library) with funding from NEC is now under progress

b) ICT - The College has a computer lab. with internet facility. All the departments are provided Lap tops and LCD Projectors which facilitates the teachers and students in class room teaching and departmental seminars. The computers used in the Administrative block communicates the staff members through SMS based notification system and upload the important activities and achievements of the college to the college website. Free Wi-Fi facility is provided in the College Campus and one Smart Board is installed.

c) Physical Infrastructure – The college has 35 class rooms, 10 laboratories, 1 audio visual hall, 1 multipurpose hall, teachers’ common room, separate administrative block, students union office, common room for boys and girls, a canteen and 2 hostels. The construction of indoor hall is now completed and the construction of a new Girls’ Common Room is now in completion.

The college swimming pool which has been functioning since 2015 has not only facilitates general training for the students but also able to produce professional athletes. In 2017 – 18 around 800 swimmers get trained under Chief Coach Mr. T. Thouba Singh along with 10 instructors. Moreover the swimming pool has been hosting various state level tournaments and tournaments for uniformed personnel such as CRPF, BSF etc. Some of the selected swimmers who trained here represent the state in the national aquatic championships in different tournaments and bagged many medals.

6.3.6 Human Resource Management

Beside taking normal classes, teachers make themselves available in their respective Departments/Common room in the college hours for helping the students and to clarify their doubts.

The librarian (in-charge), attendants etc. help the students in getting what they need in the library.

In practical classes students are provided help/assistance by the Lab. Assistance/Lab. Attendant besides the help they get from the teachers present in Labs.

The management of the Human Resources of the college (Teachers, Members of the staff etc.) is carried out by the Planning & Development Committee working hand in hand with the IQAC.

The teaching and non – teaching staff members and students are recommended for participation in various trainings /refresher course/ orientation course organized by different institutions. For the management of students’ affair, the college has a students union comprising of 8 secretary ships along with their concerned teacher – in – charge. For an efficient Human – Resource –Management, the college already opened various Cells and Clubs.

The teacher – in – charge of the Cultural & Literary Standing Committee and Members look into the matter of the Cultural & Literary activities of the students who are grouped into 4 Houses. Houses – in – charge look into the affair of House administration that individual students take part in suitable items/events. Same goes for students who would participate in Sporting events under the guidance of Games & Sports Standing Committee.

Teacher – in – charge of NSS wing guide students during NSS Camps & extension services. The Associate NCC Officer (ANO) of the NCC unit of the college looks after the cadets of the college (both boys & girls) for various NCC related activities.

6.3.7 Faculty and Staff recruitment

The recruitment of the member of the teaching and non-teaching staff (Faculty and Staff) is strictly carried out by the Government.

The college Principal points out the requirement of teachers or new staff members to the Government, But he is not entitled to recruit employees. 15 new Assistant Professors appointed by the Manipur Public Service Commission are given posting in this College.

6.3.8 Industry Interaction / Collaboration

In collaboration with the JCRE Skill Solutions, Thangmeiband, Imphal, as Industry partner, a Vocational Course on “ Tourism & Hospitality “ is running successfully and three streams of B. Voc Degree Courses is opening in the Academic session 2017 – 18 under UGC with Roop Raga, CD. Byte Computer and LP Gym as industry partners for Music, IT and Sports Nutritionist respectively.

6.3.9 Admission of Students

The college has an admission committee to look after the admission of the students to the college and follows the rules and regulations for admission as fixed by the state Govt. and the affiliated university. Admission of students to the college is usually carried out on merit basis and is transparent. The admission notices are circulated through electronic and print media for the convenience of students seeking admission to the college and the same is displayed on the college notice boards. For some subjects/courses admission is also done on first come first serve basis.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	Scholarship, Awards sponsored by MCTA & Individual donors.

6.5 Total corpus fund generated

Rs. 2,65,700/-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Higher Education Deptt & Manipur University	Yes	Academic Committee & IQAC
Administrative	Yes	A.G. (Manipur)	Yes	Local Audit ,(State Govt.)

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The Modern College, Imphal is affiliated to Manipur University. The college can not undertake any examination reform measures.

The Manipur University recently adopted semester system of examination. The college follows the semester system of examination adopted by the University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The Manipur University has not made efforts to promote autonomy in its affiliated colleges.

6.11 Activities and support from the Alumni Association

The college Alumni Association has been co-ordinating with the college system for the improvement of academic atmosphere in the college and also for the students' welfare.

The Alumni Association has taken up steps to create a green college campus with an eco- friendly environment.

6.12 Activities and support from the Parent – Teacher Association

The activities of the parent – teacher association is yet to gear up.

6.13 Development programmes for support staff

The support staff are allowed to attend any training programmes organized by the Govt. or other institutions for augmenting their performance.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- i) Tree plantation in the College campus by the members of Environmental Club and NSS Volunteers.
- ii) Plastic free Zone.
- iii) Rain water harvesting.
- iv) Using LED Light Bulbs inside the class rooms and departmental rooms.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

From this academic year, Physical Education teacher has been conducting a theory class on Physical Education and Games & Sports related matters on every Saturday to the 1st Semester students. This class is particularly introduced in our institute not only to give the knowledge of good physique but also to learn qualities of leadership, tolerance, obedience and discipline. Sports education along with the academics result in the all round development of the students.

Introduction of such type of class have created a positive impact on the over all performance of the students. Active participation of the students in the Inter house Sports Meet organized by the College increase tremendously and four students of the College represent in the Manipur University in Athletics and Chess.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

1. The Construction of a new Library Building is now in progress with funding from NEC, through Govt. of Manipur.
2. About 200 mts. of compound wall fencing is completed with funding from RUSA.
3. The Arts Block and Computer Lab. are renovated and the construction of a new Girls' Common Room Building and a Toilet Block is yet to complete.
4. The vocational course on "TOURISM & HOSPITALITY" is now successfully ongoing.
5. The number of Teaching Staff is increased with the posting of 15 (fifteen) Assistant Professors appointed by the Government of Manipur.
6. 3 (three) Streams of B. Voc. Courses opened under UGC.
7. Installed a Smart Board
8. The first phase of land development (earth-filling) work of the College play ground is completed and the second phase is starting soon.
9. Reconstituted the different Committees and are functioning successfully.

7.3 Give two Best Practices of the institution (as per format in the NAAC self – study manuals)

First Best Practice – MOULDING BETTER CITIZENS.

Second Best Practice – ECO –DEVELOPMENT PROGRAMME.

7.4 Contribution to environmental awareness / protection

Environmental club of the college has been continuously working to spread the awareness of various environmental issues among the teachers, non – teaching staff and students. NSS programmes are mostly concerned with Environmental Awareness activities. Frequently the staff and students indulge themselves in campus cleaning programmes.

The college in collaboration with the Deptt. Of Environment, Government of Manipur observes World Environment Day on 5th June every year. The environmental club in association with the NSS cell of the college organizes tree plantation programmes and also sensitised the students to minimise the use of plastic bags. Besides, rain water harvesting is also done in the college ponds. An eco – park which is developed in the campus is in progress but not yet satisfactory.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis of the college:

Strength:

- Strong dedicated and well experienced teaching faculty.
- A sizeable area of college campus.
- A strong and sizeable number of students with demographic diversity.

WEAKNESS:

- Old building structure and lack of proper fencing around the college campus.
- Inability to maintain and develop the college playground.
- Lack of Sports Infrastructure.
- Lack of support staff.
- Lack of transportation facility for the students.

OPPORTUNITY :

- Active student volunteers willing to organize events.
- Introduction of job oriented courses/skill development programmes if the Govt. and Manipur University permitted.
- Enough space for the establishment of Banks, Post Office, Dispensary etc. to generate income for the college.

THREAT:

- To provide modern facilities and infrastructure with those available to the students in other well equipped colleges.
- Submerged of the college campus due to flood.
- To boost low confidence level of students and enhance their competency and empower them.

8. Plans of institution for next year (2018- 2019)

The following are the plans the college intends to start executing in the next year :

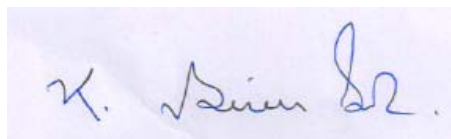
- i) Completion of the a new library building (e-Library) construction which is now in progress with funding from NEC through Govt. Of Manipur.
- ii) To completed the construction of remaining portion of RCC walls around the perimeter of the college campus with funding from the RUSA as and when the same is sanctioned.
- iii) Earth filling/land development work in the southern part of the College campus which is in between the students Union Building & Girls' Common Room.
- iv) To develop a new park in front of the Audio Visual Hall.
- v) To start construction of a Seminar Room with funding from the RUSA as and when the same is sanctioned.
- vi) Fixing of Railing around the veranda of Arts Block.
- vii) To purchase new equipments for Science Departments, Books for 14 Departments, 36 Computers with 6 Printers and to develop Sports Infrastructure with funding from the RUSA as and when the same is sanctioned.
- viii) To install more number of Smart Boards with funding from the RUSA as and when the same is sanctioned.
- ix) To complete the remaining work of land development work (earth filling) of the college play ground under UGC.
- x) To install CCTV Camera around the College campus..
- xi) To apply for Star College Scheme under DBT.
- xii) To organise Workshops/Conferences

Name N. Bhubon Singh, Assoc. Prof.



Signature of the Coordinator, IQAC

Name Dr. K. Biren Singh, Prncipal



Signature of the Chairperson, IQAC

_____*_*_*_____

1. Title of the practice – **“MOULDING BETTER CITIZENS”**

2. **Goal :**

The college has been thriving for promoting a quality higher education to suit the changing trend of National Education Policy. The college aims in imparting knowledge to the students to become a graduate in a span of 3 years and moulding students from different backgrounds to be promising citizens with complete human qualities who would cater to the needs of the society.

3. **The context :**

For the achievement of what has been stated in “GOAL”, the role of the teachers is very important. The teachers need to work with commitment and dedication. Believing in the flexibility of the curriculum, the teachers of the college decide to carry out the class room teaching and learning and co-curricular activities with a humane touch so that the college gives moulding students with human qualities and not merely with university degrees.

4. **The Practice:**

On the very first day of the opening of the new session, the college conducts “ Induction Ceremony” specially for the newly admitted students in the B.A./B.Sc. 1st semester. In this function the members of the Students’ Union and NSS volunteers distribute syllabus at free of cost to the newly admitted students. The teachers, Students’ Union representative and the convenors of various Cells/Clubs highlight about the facilities available in the college.

After having carried out the distribution of workloads to the individual teachers, the teachers of all the departments proceed on teaching learning maintaining academic atmosphere for timely coverage of the syllabus.

Having understood the utmost need for the students’ involvement in social related issues just to be a complete human beings, the various Cells/Clubs organize awareness programmes / workshops on different issues such as disaster management, cyber security, HIV/AIDS, first-aid, global warming etc. by inviting resource persons from different institutions. Moreover, the college organizes cultural and literary meet and games and sports meet through Cultural and Literary Standing Committee, Quiz Club and Games and Sports Standing Committee. In such meets, inter house competitions among the students belonging to the four houses are held in debate, ex-tempore speech, quiz, painting, song, skit, mimicry etc. and in different indoor and outdoor sporting events. The students who secured positions in such competitions are recommended to represent the college in the Inter College Competitions, Youth Festival and other competitions organized by different institutions in and outside the state.

Above all, the NSS Cell of the college also organizes NSS Camp every year. During this camp, under the guidance of the programme officers, the student volunteers clean up the college and also plant tree saplings.

These programmes provide opportunities to the students for interaction not only with people from different cultural and religious backgrounds but also with the resource persons in different areas. Through these curricular and co-curricular programmes, the young students are enlightened about the social issues and mould them with a complete human qualities who would cater to the needs of the society.

5. Evidence of Success

Active participation of the students in different programmes organized within the college has tremendously increased. The students who competed in different inter college event organized by different institutions get many laurels to the college.

Mentioned here may be that in the North East Graduate Congress held on 16/2/2018 to 18/2/2018 at Meghalaya organized by the University of Science and Technology, Meghalaya 20 students of the college competed in different Literary and Cultural events and captured the following awards including the Best Disciplined College in Overall Performance :

- i) Second position in Skit Completion.
- ii) Best Disciplined College in Overall Performance.

In the Inter College Youth Festival organized by the Manipur University the students of this College got the over all team champion in Theatre by capturing the following awards:

- i) First position in Mime
- ii) Second position in One Act Play
- iii) Second position in Skit

Three students of our College represent Manipur University in the East Zone and All India Inter University Youth Festival.

Not only this, many students of the college get many prizes in Quiz, Ex-tempore Speech, Slogan, Debating competitions and in some Sporting events Thang-ta, Chess etc. held by different institutions

The observable manifestations in the general character of the students apparently indicate the partial success of the college in moulding individuals capable of catering to the needs of the society.

6. Problems Encountered and Resources Required :

Translating the above into reality is indeed very difficult. The insufficient time available for the organization of co-curricular activities, the unsettling atmosphere of the state which is further disturbed by bandhs, strikes, blockades etc. provide demoralising hindrances to the chalked-out programmes of the college.

As the college campus expanse in a very low lying area, the college play ground is in a very deplorable condition during the rainy season. So, the organization of various outdoor sporting events such as football, cricket, track and field events etc. is a big challenge to the organizers.

1. Title of the practice : **“ECO- DEVELOPMENT PROGRAMME”**

2. Goal :

The Environmental Club of Modern College, Imphal was set up in April 2012 with a desire to create a sound environment inside the college campus. The Club focuses on achieving the following goals :

- i) To give awareness of environmental issues to the staff and students of the college and also to the people residing around the campus.
- ii) To establish a Green Zone in the Modern College campus and in the surrounding areas.
- iii) To conduct seminars, lecture programmes, group discussion etc. on environmental related issues.
- iv) To plant trees and rare & medicinal plants inside the college campus.
- v) To make the college campus a solid – waste free zone.
- vi) To harvest rain water

3. Context :

The Modern College, Porompat, Imphal East, one of the oldest colleges of Manipur, is concerned about the ever increasing urbanisation in the adjoining areas and also about deforestation taking place in the forested area of Manipur. Having understood the problem of environmental degradation and global warming the Environmental Club give awareness of environmental issues to the staff and students of the college and also to the people residing around the campus.

4. The Practice :

The practice of the Environmental Club concerns the creation of an environmentally friendly and waste – free green zone inside the Modern College Campus. Under the mission “Go Green Modern College” the club in association with NSS Cell Modern College has taken up tree plantation programme and campus cleaning activities on a regular basis. With the realisation of the importance of preserving water the Club started harvesting rainwater and storing the same in the college ponds. The tree plantation work in the eco-park which is developed in front of the administrative block with the partial financial assistance of the Department of Environment, Government of Manipur is in progress.

5. Evidence of Success :

As a result of the continuous working of the Environmental Club, the trees planted in the college campus grow well maintaining the college campus green. The problem of water scarcity during the slack season is also solved by using water harvested in the college ponds.

6. Problems Encountered and Resources Required :

The submergence of college campus during the rainy season is an annual feature. This is due to the breach of embankments of the Kongba River and Imphal River which flow in the east and the west of the college respectively. The college being situated in a low lying area is inundated for many days during the flood. Consequently, the plants and the tree saplings planted in the college campus particularly in the eco – park are badly damaged. The aim of the Environmental Club to keep the college campus green cannot be successfully materialised due to above mentioned fact and the pace of the mission “Go Green Modern College” is made slower.

List of the members of IQAC, Modern College, Imphal (2016-2017).

i) Dr. K. Biren Singh, (Principal)	-	Ex-officio chairman
ii) N. Bhubon Singh	-	Co-ordinator
iii) Ch. Rita Devi	-	Member
iv) L. K. Thanmi	-	Member
v) Dr I. Ablu Meitei	-	Member
vi) Dr. Kh. Biren Singh (Secy. MCTA)	-	Member
vii) Dr. O. Premila Chanu (N.S.S. Programme Officer)	-	Member
viii) Ksh. Thoibi Devi	-	Member
ix) Dr. O. Ibopishak Singh (ANO, NCC)	-	Member
x) M. Koireng Meitei	-	Member
xi) Dr. W. Shantikumar Singh	-	Member
xii) Dr. R. Horam, (Co-ordinator, Human Rights Edn. Cell)	-	Member
xiii) Dr. P. Pravabati Devi (Convener, Women Cell)	-	Member
xiv) Y. Yaima Singh, (Games-in-charge)	-	Member
xv) M. Kiranmala Devi, (Head Clerk)	-	Member
xvi) O. Shyam Singh, Head Assistant, (State Quality Assurance Cell, Govt. Of Manipur)	-	Member (Nominated)
xvii) W. Kesho Singh, (Retd. Chief Engineer, P.W.D.)	-	Member (Nominated)
xviii) Ng. Debendro Singh. (Secy. Alumni Assn.)	-	Member (Nominated)
xix) R. K. Itocha Singh, (Local Academician)	-	Member (Nominated)
xx) General Secy., Modern College Students' Union	-	Member
xxi) Finance Secy., Modern College Students' Union	-	Member

Modern college, Imphal
Academic Calendar (2017 – 2018)

1. Induction Ceremony for the B.A./B.Sc. 1st Semester – 13th July 2017
2. Inter House Meeting (both teachers & students) - Last week of July 2017
3. College Foundation Day - 8th August, 2017
4. Unit tests (sem. i, iii & v)/ Departmental Seminar – Sept. – Oct. 2017
(As per Convenience of the concerned Deptt.)
5. Inter House Literary & Cultural Meet - Last week of September, 2017
6. Students' Union Election - October, 2017
(As per notification of the Directorate of Hr. Edn)
7. Annual fresher's meet - November, 2017
8. Univ. Exams. (i, iii, & v) Semester – Dec .2017 – Jan, 2018
9. Commencement of the (ii, iv & vi) Semester Classes - 1st week of Feb. 2018
10. Annual Sports Meet - March, 2018
11. Unit tests (sem. ii, iv & vi) – March –April, 2018
12. Departmental Seminar - April, 2018
(As per Convenience of the concerned Deptt.)
13. Univ. Exams. (ii, iv & vi) Semester - May – June, 2018
14. NCC programmes (selected week days) and NCC camps (decided by Unit Bn. & Gp HQ)
15. NSS camps - Last week of June, 2018
16. Summer Vacation - 1 – 30 June. 2018

Analysis of Students' Feedback for the year 2017 – 18

Internal Quality Assurance Cell, Modern College distributed a total of 150 feedback forms to the students of the college covering the following three different criteria :

- i) Curriculum and Teaching.
- ii) Teacher Quality.
- iii) Infrastructures and other facilities.

Out of these 150 forms only 88 of them have responded to the Questionnaire. The collected questionnaire were analysed by 3 members of the IQAC. The summary of the analysis of the feedback according to the 3 criteria is given below :

- i) Curriculum and Teaching : 29% of the respondents have found them to be very good, 47% of them good and 23% satisfactory while 1% of them unsatisfactory.
- ii) Teacher Quality : In this criteria, 40% of respondents have found them to be very good, 45% of them good and 13% satisfactory while 2% of them found unsatisfactory.
- iii) Infrastructures and other facilities : 6% of the respondents have found them to be very good, 50% of them good, 14% of them satisfactory while 30% of them found unsatisfactory.

The analysis of the feedback was placed in the IQAC meeting held on 29/08/2018 and discussed minutely about the findings. Most of the respondents have responded satisfactorily in most criteria. But, in some areas such as College Building, Sports Infrastructure/ facilities, Availability of toilets, Classrooms and Furniture etc. the students respond unsatisfactorily. Having felt the importance of the feedback, the College needs to improve substantially in such above mentioned infrastructures. Being a government college, the members requested to the Principal of the college to pursue to the government/ higher authority for the improvement of such infrastructure.

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
